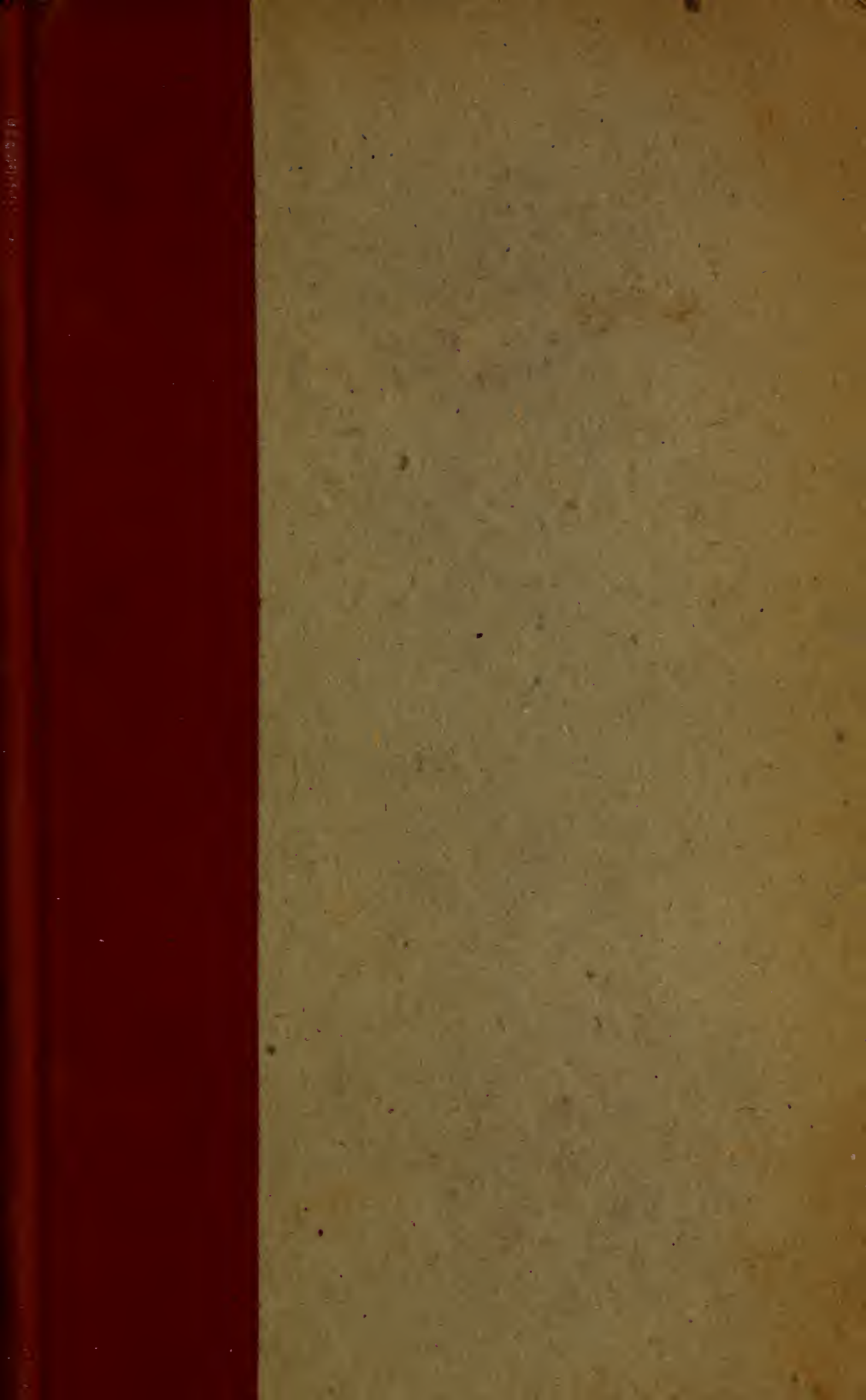


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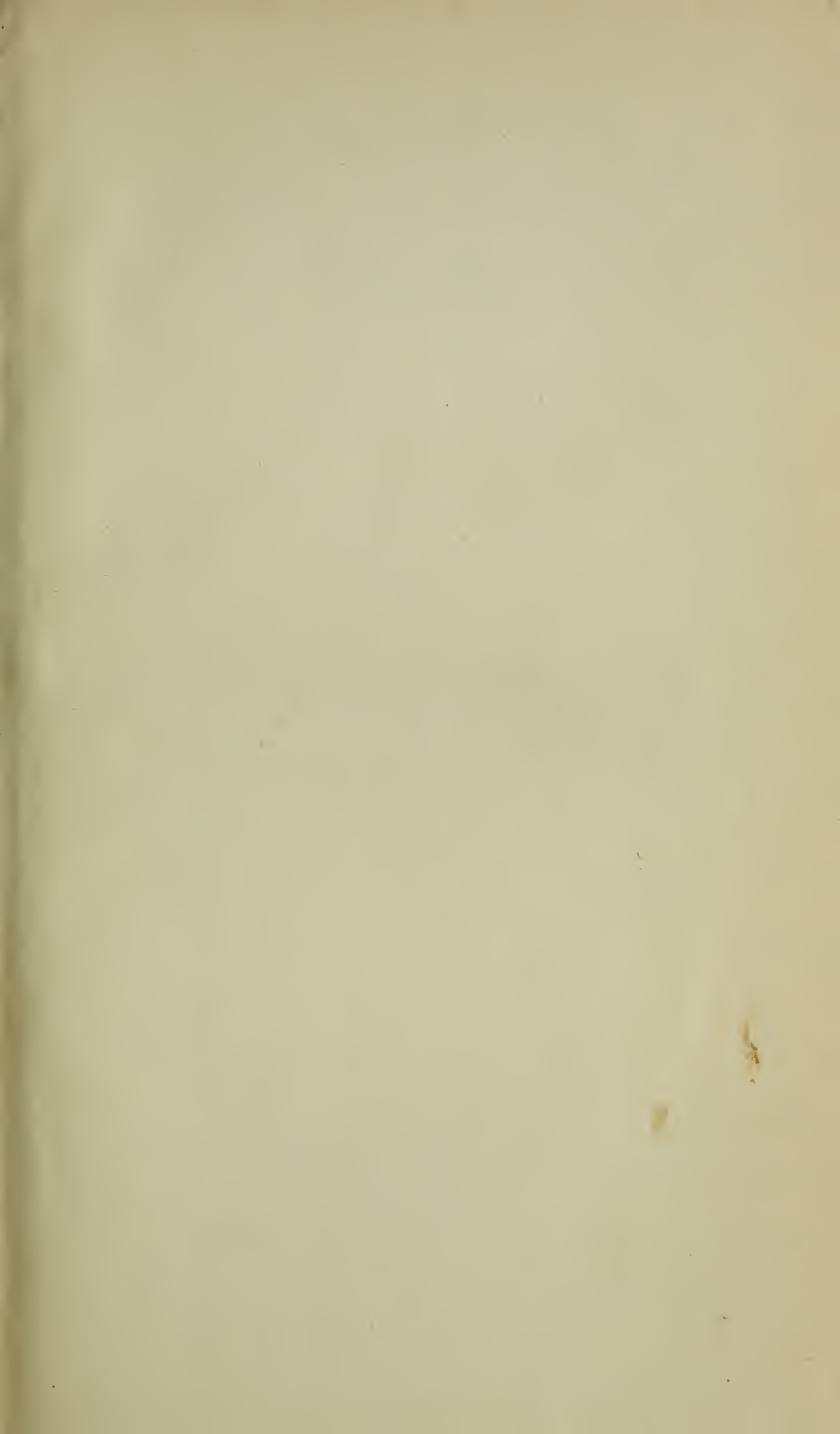
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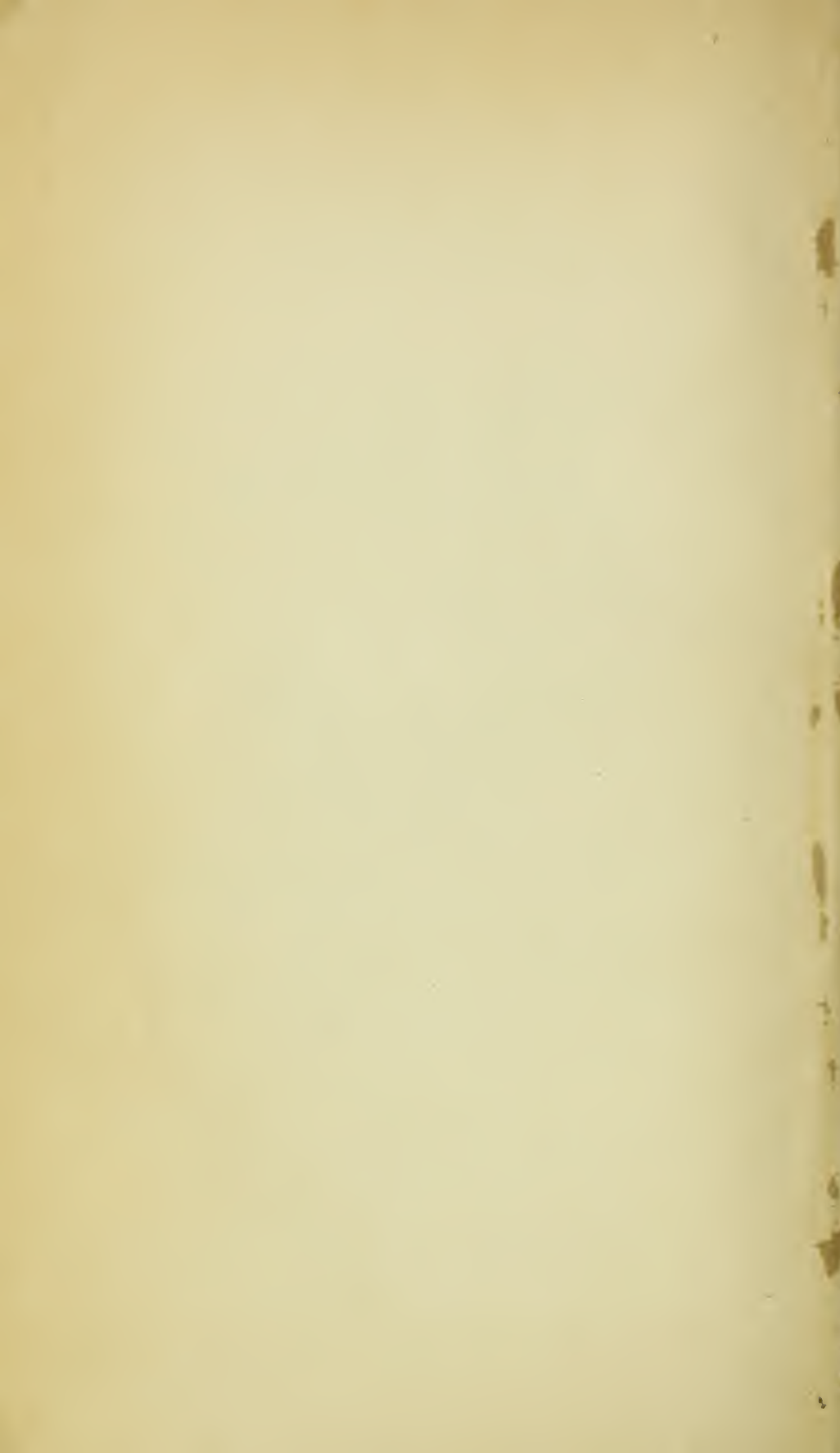


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59TH CONGRESS }
2d Session }

SENATE

{ DOCUMENT 398
Part 1 }

Rules and Regulations

governing the

Department of Agriculture

in its various branches

Furnished in response to a resolution adopted by the Senate
of the United States February 1, 1907

IN TWO PARTS
PART 1

FEBRUARY 26, 1907
Ordered to be printed



WASHINGTON
Government Printing Office
1907

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LETTER FROM THE SECRETARY

DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, February 11, 1907.

THE PRESIDENT OF THE SENATE:

In pursuance of the resolution considered and agreed to in the Senate on the 1st instant, requesting a copy of all rules and regulations governing the Department of Agriculture in its various branches, I have the honor to transmit herewith copies of all such as are in operation at this time.

As but one copy exists in this office of some of the older orders, typewritten copies have been made thereof, which I trust will serve your purpose.

I have the honor to be, sir, your obedient servant,

JAMES WILSON, *Secretary.*

Department Orders

GENERAL ORDERS: UNNUMBERED

JANUARY 1, 1894.

Capt. J. A. HARVEY, *Engineer*.

SIR: As chief engineer of the Department of Agriculture you will be in charge of the entire engineer force thereof. You will see that only practical men are employed, promptly report to the chief clerk of the Department any case of inefficiency or dereliction of duty, and make such distribution of the force, with the approval of the chief clerk, as may seem for the good of the service.

As captain of the watch you will be in control of the entire force of the Department that may be assigned to or be properly included as coming within the province of such officer in the discretion of the chief clerk.

Respectfully,

(Signed)

J. STERLING MORTON,
Secretary.

FEBRUARY 13, 1894.

It is hereby ordered that all communications received from the Civil Service Commission be filed with the appointment clerk and that all communications addressed to that Commission be first copied in the books kept by that clerk.

(Signed)

J. STERLING MORTON,
Secretary.

ORDER CREATING A DAIRY DIVISION.

APRIL 16, 1895.

Whereas it is provided in the appropriation bill for the Department of Agriculture, Bureau of Animal Industry, for the fiscal year beginning July 1, 1895, that the Secretary of Agriculture is authorized to use such part of the sum appropriated as he may deem necessary or expedient, and in such manner as he may think best for the purpose of collection of information concerning live stock, dairy and other animal products, it is hereby ordered that a division shall be created in the Bureau of Animal Industry which shall be designated as the Dairy Division.

It shall be organized with the following force:

One chief of division, at a salary of \$2,500 per annum, who shall be a practical dairyman well posted in all matters pertaining to the dairy industry.

One assistant to chief, at a salary of \$1,800 per annum, who shall be a competent man to aid the chief of division in all his duties.

One clerk of class one, who shall be a bookkeeper and accountant.

One stenographer and typewriter, at \$840 per annum.

There shall be set apart from the amount appropriated for the Bureau of Animal Industry the sum of \$25,000 per annum for the use of said Dairy Division, and the entire expenditures per annum of said division shall not exceed that sum.

Said Dairy Division shall be under the supervision and charge of the Chief of the Bureau of Animal Industry, who shall approve all expenditures.

The object and purpose of this division shall be to collect and disseminate information relating to the dairy industry of the United States in such manner and to such extent as may be deemed most expedient and beneficial.

This division shall be organized for work on July 1, 1895, or as soon thereafter as practicable.

(Signed)

J. STERLING MORTON,
Secretary.

APRIL 16, 1895.

It is hereby ordered that every officer and employee of the Department of Agriculture shall write in full his or her first or christian name and surname on all address cards, record cards, and Department census sheets furnished to them by the appointment clerk for departmental use in his office.

(Signed)

J. STERLING MORTON,
Secretary.

DECEMBER 1, 1896.

It is hereby ordered that the efficiency reports made by the chiefs of the several bureaus, divisions, and offices of the Department of Agriculture respecting the value of the personal services in the Department of each person serving under them, and filed with the appointment clerk of the Department, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department.

(Signed)

J. STERLING MORTON,
Secretary.

SEPTEMBER 30, 1897.

To the chiefs of all bureaus, divisions, and offices of the United States Department of Agriculture:

The chiefs of all bureaus, divisions, and offices of the Department are hereby directed to report the scientific and technical work of their respective bureaus, divisions, and offices direct to the Secretary of Agriculture for his immediate supervision and direction. The order dated March 23, 1897, directing certain divisions and offices to report to the Secretary through the special agent in charge of scientific and statistical investigations in this Department, is hereby terminated.

(Signed)

JAMES WILSON,
Secretary of Agriculture.

DECEMBER 17, 1897.

To chiefs of bureaus, offices, and divisions, Department of Agriculture:

Your attention is directed to section 7 of the legislative appropriation act, approved March 2, 1895, by which the head of each Executive Department in the city of Washington is required to submit a statement in the annual Book of Estimates as to the condition of business in his Department, showing whether any part of the same is in arrears, and if so, in what divisions of the respective bureaus, offices, and divisions of his Department such arrears exist, the extent thereof, and the reasons therefor.

Under this act I am requested by the Secretary of the Treasury to cause to be prepared a report in accordance with the above provisions so far as pertains to this Department, as of date November 30, 1897, and to forward the same for transmittal to Congress at the earliest possible date. Be good enough, therefore, to transmit to me such a statement in regard to your own bureau, division, or office as will enable me to comply with the above request. The delay which has already occurred in supplying such information necessitates my calling upon you to file this statement in the office of the chief clerk not later than 10 a. m. December 18.

Respectfully,

JAMES WILSON, *Secretary.*

FEBRUARY 28, 1900.

It is hereby ordered that the chief clerk of the Department of Agriculture, together with the chief of the bureau or division wherein a promotion or reduction is desired to be made, shall hereafter constitute the board of promotion review.

JAMES WILSON,
Secretary of Agriculture.

OCTOBER 18, 1905.

To the chiefs of bureaus, divisions, and offices:

It is my earnest desire, and I have so instructed the Department editor, that the fullest consideration should be given to economy as regards style of Department publications, including typography, paper, illustrations, number of copies printed, binding, etc. Editions must be limited in size to a small number in excess of what is required for immediate distribution. This order is issued for the information of all chiefs who may submit matter for publication, and with the view of facilitating the work of the editor in keeping down the expense of printing.

JAMES WILSON, *Secretary.*

MAY 24, 1906.

To officers and employees of the Department of Agriculture:

Beginning July 1 next, the vouchers for use of the Department of Agriculture will consist of the following-named forms, which have been approved by the Comptroller of the Treasury, and the fiscal regulations of the Department are amended accordingly:

Form 1.—Pay roll for personal services in the District of Columbia.

Form 2.—Pay roll for personal services outside of the District of Columbia.

Form 2a.—Subvoucher to Forms 1 and 2.

Form 3.—Voucher for personal services.

Form 4.—Voucher for reimbursement for traveling expenses and station and field expenses.

Form 4a.—Subvoucher to Form 4.

Form A.—Voucher for purchases and services other than personal.

Form B.—Voucher for advertising and authority to publish advertisement.

Form C.—Voucher for passenger and freight transportation. (This form has not yet received the approval of the Comptroller.)

In view of the record of disbursements kept in the cashbooks, the disbursing ledger, and on card records in the disbursing clerk's office, and in the various bureaus and divisions of the Department, the rendition of these forms in duplicate is no longer required. One copy is considered sufficient, as the original vouchers only are complete, since it is to them that the subvouchers are attached, and they are always accessible in the files of the Auditor for the State and other Departments should reference to them be necessary. It is believed that unnecessary burden is placed upon employees of this Department by requiring them to prepare, audit, certify, and receipt the duplicate vouchers. The number of signatures of certifying officers will be reduced one-half, and the labor and use of space incident to the filing of duplicate vouchers will be obviated. The discontinuance of the duplicate voucher will also simplify and reduce the work imposed on private firms in rendering their accounts against the Department.

The only exception to this will be in the case of vouchers for use of temporary special disbursing agents in the field, which provide for a "memorandum duplicate." This memorandum duplicate is not to be signed and will be detached from the voucher when sent to the Department and retained by the temporary special disbursing agent as a protection in the event of the loss of the original vouchers in the mail.

JAMES WILSON, *Secretary.*

ORDERS GOVERNING THE PREPARATION OF MONTHLY CROP REPORTS OF THE BUREAU OF STATISTICS.

JULY 8, 1905.

It is hereby ordered that the following methods be used hereafter in the Bureau of Statistics of this Department in the handling, compilation, and preparation of monthly crop reports:

First. The following classes of correspondents send their reports to the Bureau of Statistics for tabulation: County correspondents, township correspondents, individual farmers, cotton ginners, special cotton correspondents.

The schedules sent in by the above-named correspondents are tabulated in the Division of Domestic Crop Reports.

In order to prevent the possibility of collusion among any of the clerks engaged in this tabulation, or of any individual clerk drawing deductions from the results shown for any State or States tabulated by him (which they, or he, might be tempted to disclose improperly),

the following method must be employed in dealing with States of relatively large production:

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented so as to show a total for only a portion of the State, omitting a group of counties at the bottom of the sheet; as rapidly as such partial totals are made the sheets must be handed to the chief of the division.

(b) The chief of the division will then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the foot (where there is nothing to indicate the States to which they relate), using the same number at both the top and the foot of each sheet. He will place these numbers on a separate sheet kept on his desk—without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The chief of the division will then, personally, cut the tabulation sheets in two parts, so that the partial total will be at the top of the lower part and so that no names of counties will appear thereon.

(d) He will immediately deliver the upper part, upon which the name of the State is written, to the Statistician.

(e) The chief of the division will then issue the lower parts of the tabulation sheets to clerks, in other rooms from those in which they were tabulated and partially added, who will make the final additions and compute the averages thereon. As rapidly as they are completed by the clerks, the chief of the division will deliver them to the Statistician, who will be able to assign the figures to their proper States by means of the numbers placed on the top and on the bottom of the sheets before they were cut in two.

(f) The tabulation of county and township correspondents' schedules relating to cotton in Texas and Georgia shall be delivered, by the chief of the division, as soon as completed, to the Secretary or Assistant Secretary of Agriculture (instead of to the Statistician), who will keep said sheets in a locked receptacle until the morning of the day on which the cotton report is issued, when they will be delivered to the Statistician by the Secretary or Assistant Secretary.

Second. The reports of State statistical agents are handled only by the Statistician and his associate.

In order to prevent access to such of these reports as relate to speculative crops by any person connected with the Bureau of Statistics prior to the day on which the Bureau's report to which they relate is issued, or the possibility of premature information being derived from them, they will be addressed to the Secretary of Agriculture, the address to be written with red ink and the letter "A" to be plainly marked on the ends of the envelopes in which they are transmitted. The letters thus addressed will be delivered by the postal authorities to the Secretary of Agriculture, or Assistant Secretary, in sealed mail pouches. These pouches will be opened only by the Secretary or Assistant Secretary, who will place their contents in a safe, with seals unbroken, where they will remain, sealed, until the time arrives for their use in preparing the crop estimates.

(a) *In regard to cotton.*—These reports of the State statistical agents shall not be removed from the safe and their seals broken until

the morning of the day on which the report on cotton is issued, when they will be delivered to the Statistician by the Secretary or Assistant Secretary.

(b) *In regard to other crops (reports upon several of which are made each month by the State statistical agents).—*Agents shall be instructed to inclose their reports relating to what are known as "speculative crops" (such as wheat, corn, or oats) in separate envelopes from their reports on other (nonspeculative) crops, plainly marking the first envelopes "A" and the others "B."

The envelopes marked "A" (containing reports on speculative crops) shall be placed, with their seals unbroken, in the safe, and there remain until the morning of the day on which the report of the Bureau is issued, when they will be delivered by the Secretary, or Assistant Secretary, to the Statistician. The envelopes marked "B" (containing reports on nonspeculative crops), which will be addressed to the Bureau of Statistics, can be opened when received and the data they contain used by the Statistician in computing estimates regarding the crops to which they relate, in advance of the day on which the Bureau's report is issued.

(c) The combination for opening the safe, in which the above documents are kept, shall be known only to the Secretary and Assistant Secretary of Agriculture.

Third. Reports of special field agents must be made and handled in the same manner as those of State statistical agents.

Fourth. On the day on which the report of the Bureau is issued, the Statistician's room, in which he establishes his final figures, must be kept locked, and no one not engaged in assisting him permitted to enter; also, those in the room must remain there until the report is issued, unless permitted to leave, temporarily, by the Secretary of Agriculture.

(a) No one shall be allowed in said room on the day on which the report of the Bureau is issued except the Statistician, his associate, his stenographer, and the Secretary or Assistant Secretary of Agriculture, without permission of the Secretary of Agriculture.

(b) The final computations of the United States relating to cotton and speculative crops, based on the figures determined by the Statistician for the different States, shall be made by clerks locked in the room adjoining and opening into the Statistician's room, who shall not be permitted to leave said room until the issuance of the Bureau's report, without permission of the Secretary of Agriculture.

(c) The final computations for the United States, relating to nonspeculative crops, may be made by clerks under the direction of the Chief of the Division of Domestic Crop Reports.

Fifth. The telegraphic reports of State statistical agents and of special field agents regarding cotton and other speculative crops must be addressed to the Secretary of Agriculture; those relating to nonspeculative crops should be addressed to "Olmsted."

(a) Telegraphic reports addressed to the Secretary of Agriculture shall be placed in the safe unopened and there remain until the morning of the day on which the Bureau's report is issued, when they will be delivered to the Statistician.

(b) Telegraphic reports addressed to "Olmsted" may be used as received by the Statistician prior to the date of the issuance of the report.

Sixth. *Care of records.*—The tabulation sheets and the sheets containing the preliminary and final computations of the Statistician and his associate relating to each monthly crop report, together with all letters and reports from State statistical agents, special field agents, or any one else, relating thereto, shall be filed in a library case, used exclusively for that special purpose, and kept locked therein, except when needed for use by the statistician or his associate.

(a) These records shall be so kept in the library case that all tabulation sheets, reports, letters, and computation sheets relating to any month shall be together and shall be wholly separated from those relating to any other month.

(b) The records shall not be accessible to any person other than the Statistician and his associate without an order from the Secretary or Assistant Secretary; except that tabulation sheets for a preceding year may be used by the Chief of the Division of Domestic Crop Reports for the purpose of copying the column headings and county weights when preparing blank tabulation sheets for future use.

Seventh. All telephones in the Bureau of Statistics must be disconnected before 9 a. m. of the day on which the Bureau's report is issued, and so remain until after its issuance.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDERS: NUMBERED

GENERAL ORDER 1.

MARCH 6, 1897.

To all officers and employees of the Department of Agriculture:

It is hereby ordered that all rules, regulations, and orders heretofore issued by the Secretary of Agriculture and in force March 4, 1897, will continue in force and operation until otherwise ordered.

(Signed)

JAMES WILSON,
Secretary of Agriculture.

Attest:

D. MACCUAIG, *Chief Clerk.*

GENERAL ORDER 2.

MARCH 20, 1897.

It is hereby ordered that employees of the Department of Agriculture shall under no circumstances give out in writing or otherwise either for the information of any individual or for communication to the public, any statement whatever relating to the business of the Department without the written approval of the chief of the bureau, division, or office to which they may be assigned for duty, and by such approval the chief of any bureau, division, or office shall assume all responsibility to the Secretary for the statement approved and for its publication.

JAMES WILSON, *Secretary.*

Attest:

D. MACCUAIG, *Chief Clerk.*

GENERAL ORDER 3.

MARCH 22, 1897.

It is ordered that the manuscript of all circulars, bulletins, reports, and all other documents intended for publication shall be submitted in the manuscript to the Chief of the Division of Publications with the exception only of the Weather Bureau maps, of which, however, a copy shall be mailed to that officer as soon as the final proof has been corrected. It is further ordered that every manuscript so submitted shall be accompanied with a statement of the proposed distribution and the number of copies required therefor, and the manuscript must in each case be completed, as editorial revision by the author or the officer recommending publication of the same can not be permitted in the proof. Earnest protests have been received on this score from the Public Printer which are reasonable and must be heeded.

In connection with the subject of publications the attention of all employees of the Department is called to the last paragraph of section 73 of the act providing for the public printing and binding and the distribution of public documents, approved January 12, 1895. Said paragraph reads as follows:

No report, document, or publication of any kind distributed by or from an Executive Department or bureau of the Government shall contain any notice that the same is sent with "the compliments" of an officer of the Government, or with any special notice that it is so sent, except that notice that it has been sent, with a request for an acknowledgment of its receipt, may be given.

JAMES WILSON, *Secretary.*

Attest:

D. MACCUAIG, *Chief Clerk.*

GENERAL ORDER 4.

MARCH 27, 1897.

General Order 3 is hereby amended so that the circulars, bulletins, reports, and all other documents intended for publication in the Weather Bureau shall be submitted to the Chief of the Publication Division in the Weather Bureau, and all matters pertaining to the publications of the Bureau shall be superintended by him, under the direction of the Chief of the Bureau. First copies of all publications to be mailed at once to the Publication Division of the Department.

(Signed) JAMES WILSON,
Secretary.

GENERAL ORDER 5.

MARCH 29, 1897.

Owing to the inflammability of the buildings and their contents, smoking is entirely prohibited in any building of the Department at all times. A violation of this rule will be cause of discharge.

(Signed) JAMES WILSON,
Secretary.

GENERAL ORDER 11.

JANUARY 19, 1898.

All matter requiring the signature of the Secretary must be brought to the chief clerk's office each day by ten minutes after 3 o'clock. Should chiefs of bureaus and divisions wish to present in person matter for the Secretary's signature they should be prepared to do so before that time.

All matter requiring the signature or initials of the chief clerk must be in his office by 3.30 p. m. each day.

By order of the Secretary:

(Signed) ANDREW GEDDES,
Chief Clerk.

GENERAL ORDER 13.

APRIL 19, 1898.

In the event of war, any officer or employee of this Department who desires to enter the military or naval service of the Government will be furloughed without pay, and upon return will be restored to his or her proper place and pay, so far as said restoration does not conflict with existing law.

JAMES WILSON, *Secretary.*

GENERAL ORDER 13 (AMENDED).

JUNE 16, 1898.

Any officer or employee of the U. S. Department of Agriculture who may enter the military or naval service of the United States during the war with Spain will, upon his honorable discharge therefrom, be restored to his proper place and pay or its equivalent, as nearly as can be provided, if said restoration will not conflict with existing law and can be done without injury to the interests of the public service.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 14.

JULY 16, 1898.

In the act of Congress making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1899, approved March 22, 1898, the appropriation for the "Purchase and distribution of valuable seeds" (\$130,000) contains a clause providing "That twenty thousand dollars of the sum thus appropriated, or so much thereof as the Secretary of Agriculture shall direct, may be used to collect, purchase, test, propagate, and distribute rare and valuable seeds, bulbs, trees, shrubs, vines, cuttings, and plants from foreign countries for experiments with reference to their introduction into this country," etc.: Therefore,

It is ordered that there be established in the Seed Division of this Department a section to be known as the Section of Seed and Plant Introduction, charged with the duty of carrying into effect the purposes and provisions of the aforesaid act of Congress so far as they relate to the introduction of seeds, plants, etc., into this country from foreign countries. Mr. D. G. Fairchild, special agent, is hereby placed in charge of the said section, and will be required to report his operations directly to the Secretary of Agriculture.

JAMES WILSON, *Secretary.*

GENERAL ORDER 15.

OCTOBER 28, 1898.

The work of seed and plant introduction established by Order 14, dated July 16, 1898, as a section of the Seed Division will, as provided below, be placed under the direction of Mr. Frederick V. Coville, Botanist of this Department, who is hereby charged with the duty of carrying into effect the purposes and provisions of that clause of the appropriation for the "Purchase and distribution of valuable seeds" which provides "That twenty thousand dollars of the sum thus appropriated, or so much thereof as the Secretary of Agriculture shall direct, may be used to collect, purchase, test, propagate, and distribute rare and valuable seeds, bulbs, shrubs, vines, cuttings, and plants from foreign countries for experiments with reference to their introduction into this country."

This order will take effect on the 1st day of December, 1898, or at an earlier date as may be agreed upon by the Botanist and the special agent now in charge of said section.

On the taking effect of this order Mr. D. G. Fairchild will be relieved from duty as special agent in charge of said section and will report to the Secretary of Agriculture for assignment.

(Signed) JAMES WILSON,
Secretary.

Attest:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 21.

MARCH 10, 1899.

To the chiefs of bureaus and divisions and other officers, agents, and employees of the Department of Agriculture:

Your attention is invited to a paragraph in the act of Congress approved March 1, instant, making appropriations for this Department for the fiscal year ending June 30, 1900, reading as follows: "That hereafter section thirty-seven hundred and nine of the Revised Statutes of the United States shall not be construed to apply to any purchase or service rendered in the Department of Agriculture when the aggregate amount involved does not exceed the sum of fifty dollars."

The effect of this enactment is to place upon the Secretary of Agriculture the entire responsibility of determining to what extent, if any, the principles of competition shall be applied in any case where the amount involved is \$50 or less.

The advantages of honest competition are in most cases too great and too distinctly manifest to be neglected. You are therefore advised that hereafter, as heretofore, it will be the policy of the Department to avail itself of these advantages in all cases where competition is practicable. The requirements of paragraph 9b of the Fiscal Regulations will remain in full force and effect, except in so far as they are modified by the next following paragraph (9c).

The Chief of the Supply Division in the Department and the Chief of the Division of Supplies in the Weather Bureau, who are the purchasing officers of the Department, and whose duty it is to prepare all requisitions, are hereby directed to enforce a strict compliance with the regulations in respect to purchases. Competition must be secured in every case when practicable.

It should be especially noted that purchases and services are exempted from the operations of section 3709 only when the aggregate amount involved exceeds \$50. It would, therefore, be clearly an evasion of the law to divide a purchase for the purpose of keeping below the limit named. Congress has granted the Department all that was asked for in this respect, and good faith demands that the representatives of the Department obey the statute in its letter and spirit.

The Chief of the Division of Accounts for the Department and the assistant chief on the part of the Weather Bureau may, therefore, before passing upon a proposed expenditure require evidence showing that the law and the regulations have been complied with in all particulars.

(Signed) JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 23.

OCTOBER 30, 1899.

To the chiefs of bureaus, divisions, offices, and sections:

The following form of communications for the signature of the Secretary or Acting Secretary will be observed as closely as practicable.

In addressing, for instance, the head of the Department of State, the letter should begin thus:

The Honorable,
The Secretary of State.

Sir: (*not Dear Sir*)

I have the honor to acknowledge the receipt of your communication of etc.,
and terminate:

Very respectfully,
Your obedient servant,

Secretary.
(or Acting Secretary.)

Or if more convenient the communication may terminate:

I have the honor to be, sir,
Very respectfully,
Your obedient servant,

Secretary.
(or Acting Secretary.)

In addressing the Attorney-General, for instance, the form should be:

The Honorable,
The Attorney-General.

All heads of Departments should be addressed generally as above. It is not correct to address them by name. Great courtesy of expression should be observed in all official correspondence.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 26.

FEBRUARY 12, 1900.

The attention of all chiefs of bureaus, divisions, and offices of the Department of Agriculture is hereby directed to the absolute necessity of promptly completing and filing with the appointment clerk the efficiency reports "respecting the value of the personal services in the Department of each person serving under them" immediately before the termination of the first half of the fiscal year, and also immediately before the termination of the fiscal year. Neglect or delay in the performance of this duty should not occur.

JAMES WILSON,
Secretary of Agriculture.

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 28.

MAY 18, 1900.

To chiefs of bureaus, offices, divisions, and sections, Department of Agriculture:

Your attention is directed to the following extract from section 7, legislative act, approved March 15, 1898:

SEC. 7. That section 5 of the act making appropriations for the legislative, executive, and judicial expenses, approved March 3, 1893, is hereby amended to read as follows:

"Hereafter it shall be the duty of the head of each Executive Department, or other Government establishment at the seat of government not under an Executive Department, to make at the expiration of each quarter of the fiscal year a written report to the President as to the condition of the public business in his Executive Department or Government establishment, and whether any branch thereof is in arrears.

In accordance with the above you will immediately prepare a written statement showing the condition of the business of your respective offices for the third quarter of the current fiscal year, ending March 31, 1900, stating whether any part of your work is in arrears and, if so, the extent thereof and the reasons for the same. Hereafter a similar report shall be made at the end of each quarter of the fiscal year, these reports to be forwarded to the chief clerk and by him submitted to the Secretary.

It is understood that these quarterly reports are not intended to do away with or interfere with the requirements of the circulars of the Secretary dated September 25 and December 17, 1897, which are still in effect and must be complied with.

By order of the Acting Secretary:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 29.

SEPTEMBER 14, 1900.

Experimental Gardens and Grounds, commonly called "Division of Gardens and Grounds of the Department of Agriculture," is hereby placed in charge of the Chief of the Division of Vegetable Physiology and Pathology of said Department, to whom the clerk, foreman, gardeners, laborers, and all other employees of Experimental Gardens and Grounds will report from this date.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 31.

OCTOBER 1, 1900.

For the purpose of unifying the work of certain branches of the Department, it is hereby ordered that the Chief of the Division of Vegetable Physiology and Pathology, the Chief of the Division of Agrostology, and the Chief of the Division of Pomology confer upon all matters of general policy and plan with the Superintendent of Experimental Gardens and Grounds, who is hereby designated as Director of Plant Industry. In carrying out this order the several branches of the Department named will maintain their present integrity and organization. All former orders of the Secretary of Agriculture conflicting with the above are hereby rescinded.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 32. OCTOBER 10, 1900.

It is hereby ordered that a laboratory for the physical and chemical study of road materials be established in the Division of Chemistry, to be known as the Road Material Laboratory, under the direction of the chief chemist.

The Office of Public Road Inquiries and the special agents appointed thereunder will collaborate with the Chief of the Division of Chemistry in securing the proper samples from the different parts of the country for study. It is directed that the director of the Office of Public Road Inquiries, with the collaboration of the Chief of the Division of Chemistry, shall prepare instructions for securing these samples for analysis.

The object of the establishment of this laboratory is to secure the widest possible knowledge of the nature of road materials, their resistance to stress, their hardness, their properties when reduced to powder, either alone or when mixed with other substances, their chemical composition, and their geological origin and distribution.

All officials of the Department in any way connected with the study of good roads will cooperate to the fullest extent in the prosecution of this investigation, in order that it may be as thorough as possible.

(Signed) JAMES WILSON,
Secretary.

GENERAL ORDER 34.

OCTOBER 18, 1900.

Experimental Gardens and Grounds, commonly called "Division of Gardens and Grounds of the Department of Agriculture," is hereby placed in charge of the Chief of the Division of Vegetable Physiology and Pathology of the said Department during any absence of the Superintendent of Experimental Gardens and Grounds.

(Signed) JAMES WILSON,
Secretary.

GENERAL ORDER 35.

NOVEMBER 27, 1900.

It is hereby ordered that the Division for the Purchase and Distribution of Valuable Seeds, commonly called the "Division of Seeds," the Section of Seed and Plant Introduction, the Supply Division, the Library, and the Museum of the U. S. Department of Agriculture be, and by this order are, placed under the direction of the Assistant Secretary of Agriculture, to whom the chiefs in charge of the same will hereafter report for duty and direction.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 36.

JANUARY 11, 1901.

The following communication from the Executive Mansion is published for the information and guidance of the chiefs of bureaus, divisions, offices, and sections of this Department. The instruction therein contained will be strictly complied with:

EXECUTIVE MANSION,
Washington, January 5, 1901.

MY DEAR SIR: I have the honor to inform you, by direction of the President, that hereafter certain communications of a routine nature received at the Executive Mansion, relating to matters which in the first instance should more properly be brought to

the attention of the several Departments and bureaus of the Government, will be forwarded to such Departments and bureaus for acknowledgment and consideration, no acknowledgment or record being made here.

This change from the practice which has hitherto obtained is required by the great increase in the amount of such mail received in this office, and will prevent the unnecessary correspondence incident to duplicate acknowledgments.

The papers relating to your Department will be forwarded under properly indorsed slips, and it is desired that in each case where it should be done acknowledgment be made, referring to the fact that the communication was received at the Executive Mansion and has been transmitted for acknowledgment and consideration.

Very respectfully, yours,

GEO. B. CORTELYOU,
Secretary to the President.

HON. JAMES WILSON,
Secretary of Agriculture.

Communications referred to this Department from the Executive Mansion for answer will be jacketed in the office of the chief clerk and sent to the proper bureau, division, office, or section for suitable answer for the signature of the Secretary, Acting Secretary, or chief clerk. After the address these replies will begin as follows: "Your communication of (here give the date) has been referred to this Department from the Executive Mansion for acknowledgment and consideration," etc.

The instructions contained on the jackets made in the office of the chief clerk must be strictly and promptly complied with.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 37.

MARCH 1, 1901.

The Section of Seed and Plant Introduction of the Department of Agriculture is hereby placed in charge of Mr. Beverly T. Galloway, Director of Plant Industry in the Department of Agriculture, who is hereby constituted Chief of said Section of Seed and Plant Introduction, subject to General Order 35, dated November 27, 1900.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 39.

APRIL 10, 1901.

The Arlington Experimental Farm is hereby placed under the supervision of Mr. Beverly T. Galloway, at this time Director of the Office of Plant Industry.

(Signed)

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 40.

APRIL 24, 1901.

During the absence of the Secretary all correspondence relating to the Congressional distribution of seed shall be referred for attention to Mr. Beverly T. Galloway, Director of Plant Industry, Department of Agriculture, who is hereby given authority to attend to all matters relating to the final settlement of the distribution for 1900-1901. He is required to make thorough investigation of all matters pertaining to the distribution by the contractor during the present year, and especially regarding his compliance with every feature of the contract

entered into with the Department of Agriculture for furnishing, packing, and distributing seeds through Congressmen and the Department. He will make full and complete report, so that it may be in evidence when final settlement is made with the contractor.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 41.

APRIL 24, 1901.

It is hereby ordered that until July 1, 1901, all matters pertaining to the contract for seed to be entered into with the Phillips Seed and Implement Company for the Congressional distribution of 1901-1902 shall be in charge of Mr. Beverly T. Galloway, Director of Plant Industry, Department of Agriculture.

After the 1st of July, 1901, when the law creating the Bureau of Plant Industry goes into effect, all matters pertaining to the Congressional distribution of seed, including the control of the employees of the Seed Division, shall be in charge of Mr. Beverly T. Galloway, Chief of the Bureau of Plant Industry.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 42.

APRIL 26, 1901.

It is hereby ordered that all communications received from the U. S. Civil Service Commission addressed to the Secretary of Agriculture be referred to the appointment clerk of the Department for preparation of answers thereto, and for filing, and that all communications addressed to that Commission be copied in the books kept by the appointment clerk.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 45.

OCTOBER 4, 1901.

The officials of the Post-Office Department are much exasperated over the illegal use of penalty envelopes by certain persons in or connected with this Department, and their patience is about exhausted. Two cases of this kind have recently been brought to the Secretary's attention.

Chiefs of bureaus and divisions are therefore directed to call the attention of all employees under their authority to this abuse and have it immediately cease. Persons charged with the care of stationery should take cognizance of where penalty envelopes are used and by whom. Where any doubt exists as to the propriety of using the penalty envelope, the Government should be given the benefit of the doubt and stamps affixed.

If the illegal use of penalty envelopes is not promptly stopped, prosecutions will certainly follow.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 48.

FEBRUARY 17, 1902.

The following Executive order is published for the information and guidance of the officers and employees of the Department of Agriculture:

EXECUTIVE ORDER.

All officers and employees of the United States of every description, serving in or under any of the Executive Departments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its committees, or in any way save through the heads of the Departments in or under which they serve, on penalty of dismissal from the Government service.

THEODORE ROOSEVELT.

WHITE HOUSE, *January 31, 1902.*

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 49.

MARCH 29, 1902.

It is hereby ordered that all communications received from the United States Civil Service Commission addressed to the Secretary of Agriculture be referred to the appointment clerk of the Department for preparation of answers thereto, and for filing, and that all information and questions affecting the Department of Agriculture or its officers or employees requiring the action or decision of the U. S. Civil Service Commission shall be addressed to that Commission in writing, over the signature of the Secretary of Agriculture, and shall be copied in the books of correspondence with that Commission kept by the appointment clerk of the Department.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 49 (AMENDED).

SEPTEMBER 18, 1902.

It is hereby ordered that all communications received from the United States Civil Service Commission addressed to the Secretary of Agriculture be referred to the appointment clerk of the Department for preparation of answers thereto, and for filing, and that all information and questions affecting the Department of Agriculture or its officers or employees requiring the action or decision of the U. S. Civil Service Commission shall be addressed to that Commission in writing, over the signature of the Secretary of Agriculture, or by his direction that of the appointment clerk of the U. S. Department of Agriculture, and shall be copied in the books of correspondence with that Commission kept by the appointment clerk of the Department.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 50.

APRIL 14, 1902.

The chief of each and every bureau, division, office, and section of the Department of Agriculture is hereby directed to furnish to the appointment clerk of the Department of Agriculture, when called upon

by him, a list of all persons employed under his own supervision who are regarded or treated as below classification in the United States classified civil service, stating: (1) Whether the duties of each particular employee require a knowledge of reading, writing, or arithmetic, or the performance of any skilled labor; and (2) what their particular duties consist of.

This information is required in compliance with the provisions of United States civil-service Rule XII, section 3, as amended on January 23, 1902.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 51.

MAY 12, 1902.

It is hereby ordered that the chief clerk of the Department of Agriculture and the appointment clerk thereof, together with the chief of the bureau or division wherein a promotion or reduction from one class to another class is to be made, shall hereafter constitute the board of promotion review of the United States Department of Agriculture, according to the regulations governing promotions, etc., in the Department of Agriculture.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 52.

MAY 13, 1902.

On the 28th of January, 1891, the Secretary of Agriculture addressed a request to the Public Printer that "Hereafter no printing nor binding work of any kind be undertaken on account of the printing fund of this Department unless the order for such work be given upon a requisition duly numbered and bearing the stamp of the Division of Records and Editing of this Department," and concluded with the following words: "Furthermore that you will instruct your employees that no communications nor papers pertaining to work chargeable as above to the printing fund of this Department shall be recognized as official unless bearing the stamp of the division mentioned."

Under section 31 of the act of January 12, 1895, providing for the public printing and binding and the distribution of public documents it is furthermore provided in reference to the branch printing offices now in the Departments that "All work done in the said offices shall be ordered on blanks prepared for that purpose by the Public Printer which shall be numbered consecutively and must be signed by some one designated by the head of the Department for which the work is to be done, who shall be held responsible for all work thus ordered," etc. Under this section the person so designated is the editor of the Department and Chief of the Division of Publications.

The order above cited, January 28, 1891, is hereby confirmed with the substitution of the "Division of Publications" for "Division of Records and Editing," and for the effective carrying out of the provisions of section 31 of the printing bill, from which the above extract is taken, the above order of January 28, 1891, is extended to cover all work done in the branch printing office of this Department.

JAMES WILSON, *Secretary.*

GENERAL ORDER 57.

AUGUST 1, 1902.

To officers and employees of the Department of Agriculture and others concerned:

Attention is directed to the following decision of the Comptroller of the Treasury:

TREASURY DEPARTMENT,
OFFICE OF COMPTROLLER OF THE TREASURY,
Washington, D. C., July 18, 1902.

Sir: In your communication of the 18th instant you request my decision of a question presented by you as follows:

"The Department, being about to inaugurate an extensive card-index system in one of the divisions of the Secretary's Office, has obtained estimates for the work from the Public Printer and an outside concern. The Public Printer's estimate amounts to \$1,230.08, while the other estimate amounts to \$755.

"Section 3786, Revised Statutes of the United States, provides that 'all printing, binding, and blank books for the Senate or House of Representatives, and the executive and judicial departments shall be done at the Government Printing Office, except in cases otherwise provided by law.'

"Would the Department be authorized to award the contract for the work to the low outside bidder in this case, and charge the cost to an appropriation other than that provided for the public printing and binding?"

It is understood that the cards to be used in the card-index system in contemplation require printing.

The provision quoted by you from section 3786 of the Revised Statutes was re-enacted in the act of January 12, 1895 (28 Stat. L., 622). It is a positive requirement that all printing for the executive and other departments shall be done at the Government Printing Office, unless otherwise provided by law, and impliedly prohibits these departments from procuring printing not otherwise provided for to be done elsewhere. It does not admit of any exception upon grounds of economy or expediency, but it is comprehensive and exclusive.

I am not aware of any provision of law authorizing printing for this Department to be done elsewhere, and I have therefore to advise you that you are not authorized to have the cards which you contemplate procuring printed by any private establishment.

Respectfully,

R. J. TRACEWELL,
Comptroller.

THE SECRETARY OF THE TREASURY.

Hereafter, in obedience to the foregoing decision, all cards required for the use of the different bureaus, offices, and divisions of this Department in connection with card-index systems, with the exception of absolutely blank cards without printing, ruling, or perforation, will be obtained from the Government Printing Office exclusively, upon requisition.

WILLIS L. MOORE,
Acting Secretary.

GENERAL ORDER 58.

AUGUST 22, 1902.

It is hereby ordered that no person in the employ of the U. S. Department of Agriculture shall, either directly or indirectly, apply to the U. S. Civil Service Commission for any certificate either for the appointment of any eligibles from the lists of the Commission or for the reinstatement in or transfer to the Department of Agriculture, except the accredited messenger of the appointment clerk of the Department of Agriculture, who shall deliver the same to the appointment clerk.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 60.

AUGUST 23, 1902.

It is hereby ordered that all charwomen, and laborers acting as charwomen, in the U. S. Department of Agriculture, on whatsoever roll of the Department their names may be borne, report for duty to and be subject to the orders of the captain of the watch of the Department.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 61.

OCTOBER 18, 1902.

The attention of officers and employees of this Department is called to the following communication from the Post-Office Department:

POST-OFFICE DEPARTMENT,
OFFICE OF THE THIRD ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., October 17, 1902.

The honorable the SECRETARY OF AGRICULTURE,
Washington, D. C.

SIR: By direction of the Postmaster-General, I have the honor to request that mail matter of the second, third, and fourth classes received at your Department addressed to persons in the United States service (civil, military, or naval) whose change of address is caused by official orders, on being returned to the post-office in this city for forwarding without additional payment of postage under Departmental Order 395, dated March 31, 1901, be marked "Change of address caused by official orders."

Yours, respectfully,

EDWIN C. MADDEN,
Third Assistant Postmaster-General.

Compliance with the above request is directed.

J. H. BRIGHAM,
Acting Secretary of Agriculture.

GENERAL ORDER 62.

DECEMBER 9, 1902.

On July 3, 1902, Rule XI of the civil service was amended by the President of the United States by the addition thereto of the following section:

5. No recommendation for the promotion of any employee in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employee is serving; and such recommendation by any other person, with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

The attention of all officers and employees of the U. S. Department of Agriculture is directed to the foregoing amendment to the civil-service rules.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 63.

DECEMBER 12, 1902.

The Comptroller of the Treasury, in a ruling dated December 4, 1902, decided that an employee of the Government who had performed travel upon official business and had secured his transportation based upon passes for which he had rendered equivalent services

and which passes were not in any sense "free" or "complimentary," may be reimbursed the value of such transportation the same as if paid for in cash. The Comptroller adds, however, the following opinion of transactions of this character: "But in view of the fact that a practice by officers or employees of making payments for the Government by indirect means is liable to abuse, and might be employed by unscrupulous persons to defraud the Government, I am clearly of the opinion that it ought to be discouraged. With a view to the prevention of such abuse, I would suggest the promulgation by the heads of Departments of a regulation prohibiting indirect payments."

Now, therefore, in response to the suggestion of the Comptroller, it is ordered that the officers and employees of the Department of Agriculture are hereby forbidden to make use of any passes, press tickets, advertising tickets, or any other indirect methods of making payments for transportation upon any railroad, steamer, or other medium of travel, and no such officer or employee shall hereafter be reimbursed any expenditures other than those in actual cash.

JAMES WILSON, *Secretary*.

GENERAL ORDER 64.

JANUARY 19, 1903.

It is hereby ordered that the number of libraries and other institutions on the foreign exchange list of this Department maintained in the library be reduced and hereafter limited to 2,000, and that no list of any single bureau or division included therein shall exceed 200.

No list of foreign individuals shall be kept, to whom publications of the Department are sent, except for the purpose of mailing to them the Monthly List, and all such applicants shall be advised that the publications to which a price is attached are to be obtained by purchase from the superintendent of documents.

The general consular list is also abolished; any consular distribution desired must be on a list specially prepared for each publication and must be approved by the Secretary.

Hereafter no request for any publication of this Department received from any individual in a foreign country shall be honored without the express authority of the Secretary.

JAMES WILSON, *Secretary*.

GENERAL ORDER 65.

FEBRUARY 19, 1903.

To chiefs of bureaus, divisions, and offices:

It is hereby ordered that all communications to the heads of Departments shall be prepared for the signature of the Secretary or Acting Secretary of Agriculture, and addressed to the Secretaries of the respective Departments. In case a letter is received from an Acting Secretary or a subordinate in another Department, the reply to such communication should be addressed to the Secretary of the Department concerned and not to the Acting Secretary or the subordinate who wrote the letter.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 66.

MARCH 7, 1903.

Hereafter miscellaneous foreign requests for publications of the Department (outside of regular mailing lists) will be referred to the librarian for attention.

From estimates furnished by chiefs of bureaus and divisions it appears that the present requirements in this direction are: Bureau of Animal Industry, 15 requests per month; Bureau of Soils, 12; Bureau of Chemistry, 10; Bureau of Plant Industry, 20; Bureau of Forestry, 25; Office of Experiment Stations, 25; Division of Entomology, 10; Division of Biological Survey, 10; Division of Publications, 5; Division of Library, 5; Division of Foreign Markets, 10; Division of Road Inquiry, 10, and Division of Statistics, none.

The librarian is authorized to honor requests of this character to the extent set forth above. Not more than one publication shall be sent in response to any one request, except when a bureau or division has not exhausted, in any one month, its allotment as given above. Any unused credit in one month may be carried over to a succeeding month.

Chiefs of bureaus and divisions will obtain from the librarian blank slips, numbered consecutively. Each request transmitted shall be accompanied by one of these slips, properly filled out, and the librarian will keep account with each bureau and division on the above basis.

JAMES WILSON, *Secretary*.

GENERAL ORDER 67.

MARCH 7, 1903.

Previous orders directing that a line embodying the subject be placed at the top of letters prepared for the signature of the Secretary are hereby revoked. Hereafter nothing but the initials of the chief or acting chief, written in copying ink in the upper left-hand corner, will be placed upon letters prepared for the signature of the Secretary or Acting Secretary.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk*.

GENERAL ORDER 69.

MAY 29, 1903.

During the present fiscal year some confusion has arisen in the accounts of this Department occasioned by a double, or even triple, provision for one payment. To obviate this difficulty in the future, it is hereby ordered that for the fiscal year 1904, and thereafter, when an agreement for a specific purpose is entered into by this Department and a liability is thereby incurred, the same liability shall not be covered by a letter of authority or a requisition. When the account is presented for payment the agreement and date thereof should be quoted as authority therefor.

This order does not apply to the purchase of any item included in the regular annual contracts.

WILLIS L. MOORE,
Acting Secretary.

GENERAL ORDER 70.

JUNE 15, 1903.

For the information and guidance of all concerned, the following general order is republished and must be strictly complied with. The Secretary wishes to emphasize especially the desirability of uniformity of style in all correspondence of this character.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 23.

OCTOBER 30, 1899.

To the chiefs of bureaus, divisions, offices, and sections:

The following form of communications for the signature of the Secretary or Acting Secretary will be observed as closely as practicable.

In addressing, for instance, the head of the Department of State, the letter should begin thus:

The Honorable

The Secretary of State.

Sir: (*not Dear Sir*)

I have the honor to acknowledge the receipt of your communication of , etc., and terminate:

Very respectfully,

Your obedient servant,

Secretary.
(or Acting Secretary.)

Or if more convenient the communication may terminate:

I have the honor to be, Sir,

Very respectfully,

Your obedient servant,

Secretary.
(or Acting Secretary.)

In addressing the Attorney-General, for instance, the form should be:

The Honorable

The Attorney-General (*not of United States*).

All heads of Departments should be addressed, generally, as above. It is not correct to address them by name. Great courtesy of expression should be observed in all official correspondence.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

GENERAL ORDER 70A.

JUNE 23, 1903.

It is hereby ordered that all changes in the status, salary, or compensation of any person on the rolls of the U. S. Department of Agriculture which are intended to take effect during the first half of the month must be made on or before the 6th day of the month, so as to be recorded in the Appointment Division thereof not later than the 7th day of the same month in which the change is to be made, and that all such changes affecting all payments of salary or compensation which are to be paid on the last day of the month must be made on

or before the 21st day of the month, so as to be recorded in the said Appointment Division not later than the 22d day of that month. After those dates no changes which will affect the payments for the first half and the last half, respectively, of the said month will be made except in emergencies where such changes are imperative, when the officer suggesting the change must submit, in writing, the facts constituting the emergency and obtain the necessary authority from the Secretary of Agriculture, or the Acting Secretary of Agriculture.

It is also hereby ordered that no appointment, promotion, reduction, or transfer document which will affect the rate of compensation or the appropriation from which the salary or compensation is to be paid shall be antedated.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 71.

JUNE 23, 1903.

It is hereby ordered that no person whose name is carried on the rolls of any bureau, division, or office of the U. S. Department of Agriculture shall be detailed to any other bureau, division, or office thereof by oral detail for a longer period than one day. If a detail for a longer period is required, such detail shall be made on a written order specifying the date of such detail, the period for which it shall continue, and the bureau, division, or office to which such person shall be detailed, and signed by the chief clerk of the Department.

This order is issued for the purpose of preventing oral details for a longer period than one day.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 72.

JULY 23, 1903.

To the chiefs of bureaus, divisions, offices, and sections:

The following letter, dated July 21, 1903, has been received from the postmaster at Washington, D. C.:

Not infrequently official matter is received at this office from the various Executive Departments under the penalty clause without the words "Official Business" appearing thereon.

By a ruling of the Third Assistant Postmaster-General, under date of June 18, 1902, this office is directed to see that hereafter no official matter in penalty envelopes shall be allowed free transportation in the mails when such envelopes do not bear the words "Official Business."

Please direct a compliance with this ruling by all employees of your Department mailing official matter under the penalty clause.

You are requested to see that the above ruling of the Third Assistant Postmaster-General is strictly complied with.

By order of the Secretary:

JASPER WILSON,
Acting Chief Clerk.

General Order 74, "Regulations governing leaves of absence in the United States Department of Agriculture," will be found incorporated with other similar matter under the general heading "Rules and Regulations," elsewhere in this volume.

GENERAL ORDER 75.

JANUARY 8, 1904.

The act of Congress of March 15, 1898, provides as follows:

That * * * it shall be the duty of the heads of the several Executive Departments, in the interest of the public service, to require of all clerks and other employees of whatever grade or class in their respective Departments not less than seven hours of labor each day, except Sundays and days declared public holidays by law or Executive order:

Provided, That the heads of Departments may, by special order, stating the reason, further extend the hours of service of any clerk or employee in their Departments, respectively; but in case of extension it shall be without additional compensation.

In order more effectually to comply with the above provision of law, it is hereby ordered:

1. On and after Monday, January 11, 1904, the hours of labor for all clerks and other employees of whatever grade or class in this Department who have heretofore been employed between the hours of 9 a. m. and 4 p. m. shall be from 9 a. m. to 4.30 p. m., with an allowance of one-half hour for luncheon.

2. The foregoing provisions shall apply to all Saturdays except during the months of July, August, and September. During those months the hours of labor on Saturdays, unless otherwise ordered, will be from 9 a. m. to 1 p. m., without any allowance for luncheon.

JAMES WILSON, *Secretary*.

Official:

S. R. BURCH, *Chief Clerk*.

GENERAL ORDER 76.

MARCH 24, 1904.

The President has officially communicated to the Secretary the agreement arrived at in Cabinet meeting that "hereafter the name of no individual shall appear on the letter heads of any of the departments."

Therefore, in compliance with the above, the Secretary directs that hereafter no individual's name shall appear on letter heads of any bureau, division, or office in this Department.

S. R. BURCH, *Chief Clerk*.

GENERAL ORDER 80.

DECEMBER 6, 1904.

Owing to the frequency of requests for waivers of that provision in the Fiscal Regulations of this Department which limits to thirty days the period for which reimbursement for lodging and subsistence may be made to persons charged with temporary duty in one locality, it is ordered:

1. That hereafter no requests for such waivers will be granted or considered, under any circumstances.

2. Amended letters of authorization will be issued by the Secretary of Agriculture in special cases in which it shall be found impossible to complete in thirty days the work contemplated by a temporary assignment; but in every such case the request for the amendment must be made by the chief of bureau in writing before the expiration of the original thirty days' period, and every such request must state specifically the reasons for the desired amendment.

3. That in computing time under the aforementioned provision the

"period" for which reimbursement may be made will expire exactly thirty days from its beginning.

4. That absence from the designated locality during any part of the said period of thirty days shall not serve to prolong the same or to create any additional period.

The Chief of the Division of Accounts is instructed to see that accounts are audited in strict accordance with the terms of this order.

JAMES WILSON, *Secretary*.

GENERAL ORDER 81.

JANUARY 3, 1905.

The following Executive order is hereby promulgated for the information and guidance of employees of this Department:

It is hereby ordered that hereafter no officer, clerk, or employee in the Executive service of the Government, who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or in any matter in which the Government is interested, or for any person when, in the case of such person, the act is performed during the hours of such notary's service to the Government. Disobedience of this order shall be ground for immediate dismissal from the service.

By order of the Secretary:

S. R. BURCH, *Chief Clerk*.

GENERAL ORDER 81 (AMENDED).

APRIL 3, 1905.

The President has directed that the following amendment be promulgated for the guidance of notaries in the public service:

This order shall not apply to oaths of disinterestedness, or other oaths required to be made by law, provided that the work in connection therewith is not performed during office hours.

S. R. BURCH, *Chief Clerk*.

GENERAL ORDER 82.

JANUARY 16, 1905.

Lewis Jones, having been appointed chief engineer and captain of the watch, will, as chief engineer, have supervision of the installation of all plumbing, electrical apparatus, blacksmithing, and necessary repairs in such lines of work in the various buildings occupied by this Department (excepting the Weather Bureau and Bureau of Forestry) and as captain of the watch he will regulate and assign watchmen in such a manner as will render the most efficient service in the protection of property of the Department.

All employees engaged in duties as above enumerated will be subject to his orders.

By order of the Secretary:

S. R. BURCH, *Chief Clerk*.

GENERAL ORDER 82 (SUPPLEMENTAL).

JANUARY 24, 1905.

Mr. Richard H. Cook (in addition to his duties as messenger) will act as lieutenant of the watch, and will be subject to the orders of Mr. Lewis Jones, captain of the watch, and will be obeyed and respected accordingly.

By order of the Secretary:

S. R. BURCH, *Chief Clerk*.

GENERAL ORDER 82 (AMENDED).

FEBRUARY 8, 1906.

Lewis Jones, having been appointed chief engineer and captain of the watch, will, as chief engineer, have supervision of all engineers and firemen and of the installation of all plumbing, electrical apparatus, blacksmithing, and necessary repairs in such lines of work in the various buildings occupied by this Department (excepting the Weather Bureau and Forest Service); and as captain of the watch he will regulate and assign watchmen in such a manner as will render the most efficient service in the protection of property of the Department.

All employees engaged in duties as above enumerated will be subject to his orders.

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

GENERAL ORDER 83.

FEBRUARY 3, 1905.

General Order 80 will not be held to apply to employees of the Department who are traveling in the field, absent from official station, and not assigned to temporary headquarters.

Chiefs of bureaus and independent divisions are hereby directed to give immediate notice to the Chief of the Division of Accounts of the status of all employees now in the field, giving the official station of each and the temporary headquarters. Hereafter in requesting letters of authorization for travel, the chief requesting such letter will state the official station and the temporary headquarters of the employee, if temporary headquarters are to be assigned. Any change in official station or temporary headquarters of any employee in the field must be reported immediately by the chief of the bureau or division to the Chief of the Division of Accounts.

The matter of selecting official stations and assigning temporary headquarters is placed in the control of the chiefs of bureaus and independent divisions, subject to the approval of the Secretary, and each chief is expected to select official stations and assign temporary headquarters with justice and equity to employees and in accordance with the best interests of the service.

In all cases where, for equitable reasons, it is desired to allow an employee subsistence or other expenses at temporary headquarters for a longer period than thirty days, the requirements of General Order 80 must be followed strictly.

The fiscal regulations regarding laundry shall hereafter be interpreted to allow expense for laundry to employees during absence from official station and temporary headquarters.

All previous orders and the provisions of all letters of authority which conflict with the provisions of this circular are hereby canceled.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 84.

FEBRUARY 1, 1905.

In consequence of the passage of an act providing for the transfer of forest reserves from the Department of the Interior to the Department of Agriculture, approved February 1, 1905, there is hereby established a "Service" in the Bureau of Forestry to be designated and

known as "The Forest Service," which Service shall consist of the persons transferred to the Department of Agriculture according to the provisions of that act and of all persons who may be appointed thereto in compliance with civil-service rules by the Secretary of Agriculture, and shall be under the direction and control of the Forester and Chief of that Bureau.

JAMES WILSON,
Secretary of Agriculture.

Attested:

S. R. BURCH, *Chief Clerk.*

GENERAL ORDER 85.

JUNE 17, 1905.

Mr. George P. McCabe has been appointed Solicitor of the Department of Agriculture, effective July 1, 1905. He will act as the legal adviser of the Secretary, and is charged with the preparation and supervision of all legal papers to which the Department is a party, and of all communications to the Department of Justice, and to the various officers thereof, including United States attorneys. He will examine and approve, in advance of issue, all orders and regulations promulgated by the Secretary under statutory authority. He will represent the Department in all legal proceedings arising under the various laws intrusted to the Department for execution. He will prosecute applications of employees of the Department for patents, under the terms of Department Circular 3, 1905. His duties will be performed under the immediate supervision of the Secretary.

JAMES WILSON, *Secretary.*

GENERAL ORDER 86.

SEPTEMBER 7, 1905.

The following Executive order is hereby promulgated for the information and guidance of the employees of this Department:

The President directs that in all matters which may come before your Department pertaining to the affairs of the Isthmian Canal Commission, the Chairman of that Commission be consulted before any decisions or rulings are made.

By order of the Secretary:

IRVING FRICKEY,
Acting Chief Clerk.

GENERAL ORDER 87.

OCTOBER 2, 1905.

To chiefs of bureaus, offices, and divisions:

A committee on personnel for the Department is hereby created. The committee will be composed of Willet M. Hays, Assistant Secretary of Agriculture; S. R. Burch, chief clerk of the Department; and George P. McCabe, solicitor of the Department.

Each chief of bureau, office, or division is hereby directed to report to the Secretary for reference to the committee on personnel dereliction of duty and actions prejudicial to the interests of the Department by employees thereof. This report shall be made as soon as the improper act is discovered by, or is reported to the chief, and shall be followed by a prompt and full report of the action which has been taken, or which is recommended by the chief. The committee shall

consider all such cases, and shall, when deemed necessary by them, investigate the cases further and make report thereon to the Secretary.

Any employee should report to his chief or to the Secretary any matter which, in the opinion of such employee, should be investigated by the committee. The committee is empowered to summon any employee as a witness.

It is not intended that the committee on personnel shall interfere with the maintenance of discipline or a proper supervision of employees by chiefs of bureaus, officers, or divisions.

All communications to the committee should be addressed "Committee on Personnel, U. S. Department of Agriculture, Washington, D. C."

JAMES WILSON, *Secretary*.

GENERAL ORDER 88.

OCTOBER 17, 1905.

The following Executive order is hereby promulgated for the information and guidance of the employees of this Department:

EXECUTIVE ORDER.

No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *October 13, 1905.*

By order of the Secretary:

S. R. BURCH, *Chief Clerk*.

GENERAL ORDER 88 (SUPPLEMENTAL).

OCTOBER 28, 1905.

The following Executive order, with an interpretation thereof by the Civil Service Commission, is hereby promulgated for the information and guidance of the officers and employees of the Department of Agriculture:

EXECUTIVE ORDER.

No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons with a view to their special preparation for the examinations of the United States Civil Service Commission.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *October 13, 1905.*

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., October 26, 1905.

The honorable the SECRETARY OF AGRICULTURE.

SIR: The Commission has the honor to invite attention to the Executive order of October 13, 1905, a copy of which is inclosed.

The Commission submitted this order for Executive approval, with the intention of prohibiting, under penalty of removal from the public service, any Government officer or employee from giving instruction, either directly or indirectly, to persons or classes of persons preparing for civil-service examinations, whether privately or in schools or

institutions claiming to give instructions along the lines of civil-service examinations. In the opinion of this office, the order also prohibits Government officers or employees from being concerned financially or otherwise in any such school or institution.

The Commission will thank you to bring this order to the attention of the officers and employees of your Department.

Very respectfully,

ALFORD W. COOLEY,
Acting President.

(Inclosure.)

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

GENERAL ORDER 89.

OCTOBER 19, 1905.

The following Executive order is hereby promulgated for the information and guidance of the employees of this Department:

EXECUTIVE ORDER.

When the President or head of an Executive Department is satisfied that an officer or employee in the classified service is inefficient or incapable and that the public service will be materially improved by his removal, such removal will be made without hearing; but the cause of removal shall be stated in writing and filed. When misconduct is committed in the view and presence of the President or head of Executive Department removal may be made summarily and without notice.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *October 17, 1905.*

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

GENERAL ORDER 90.

DECEMBER 6, 1905.

To the chiefs of bureaus, divisions, and offices:

Section 87 of the act governing the Government printing and binding, approved January 12, 1895, reads as follows:

All printing, binding, and blank books for the Senate or House of Representatives and for the executive and judicial departments shall be done at the Government Printing Office, except in cases otherwise provided by law.

And in the interpretation put upon this section by the Public Printer and by the Comptroller of the Treasury, embossing letter heads is covered by the word "printing," and the restriction imposed by this section applies to all letter heads, whether embossed or otherwise. Work of this character must, therefore, henceforth be ordered like other printing, through the Division of Publications, and, in view of the additional expense involved by embossing, instructions have been given to the chief of that division to honor no requisitions for embossed letter heads or envelopes.

JAMES WILSON, *Secretary.*

GENERAL ORDER 91.

JANUARY 12, 1906.

Hereafter all accounts containing waivers for my signature will be submitted to me through the Chief of the Division of Accounts and Disbursements, so that if there are any legal or other reasons why the waivers should not be approved by me they may be brought to my attention by that official, who is financially responsible for such accounts to the Treasury Department.

This becomes necessary in view of several decisions rendered recently by the Comptroller which prohibit waivers to accounts in certain cases.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 92.

JANUARY 23, 1906.

The President, under date of January 20, 1906, has issued the following Executive order:

It is hereby ordered that there shall be appointed by the head of each of the Executive Departments an advisory committee on the subject of printing and publication. The chairman shall be an assistant secretary, or other qualified official, and at least one member of the committee shall have had practical experience in editing and printing.

It shall be the duty of such committee, under direction of the head of the Department, to see that unnecessary matter is excluded from reports and publications; to see that copy is carefully edited before rather than after going to the Printing Office; to do away with the publication of unnecessary tables, and to require that statistical matter be published in condensed and intelligible form; to supervise the preparation of blank forms; to require the frequent revision of mailing lists; to prevent duplication of printing by different bureaus; to exclude unnecessary illustrations from Department documents, and to prevent the printing of the maximum edition allowed by law when a smaller edition will suffice; to recommend to the head of the Department, for inclusion in the recommendations contained in his annual reports, needed changes in the statutes governing Department publications.

The following general principles shall hereafter govern the form of the annual reports of the various bureaus and offices of the Departments:

(1) Annual reports shall be confined to concise accounts of work done and expenditures incurred during the period covered, with recommendations relating to the future, including plans for work to be undertaken.

(2) Contributions to knowledge in the form of scientific treatises shall not be included in annual reports.

(3) Illustrations in annual reports shall be excluded, except (a) maps and diagrams indispensable to the understanding of the text; (b) views of monuments or important structures begun or erected; (c) views showing conditions in outlying possessions of the United States and relating to work done or recommendations made.

(4) Inserted material, written or compiled by persons not connected with the reporting office, and biographical and eulogistical matter relating to the past or present personnel of the office, shall be excluded.

(5) Reports of officers who do not report directly to the head of an Executive Department shall not be printed in the annual report of a Department, but where necessary shall be summarized in the reports of the officials to whom such officers do report.

(6) Tables shall be inserted only when verbal summaries and statements of totals are inadequate, and complete texts of laws and court decisions shall, except in cases of great importance, be excluded.

(7) Detailed descriptions and lists of methods, processes, purchases, bids, rejections, installations, repairs, specifications, and personnel employed shall be omitted except when required by their unusual importance or by statute.

In accordance, therefore, with the first clause of the above Executive order, the following are appointed an advisory committee on the subject of printing and publication:

W. M. Hays, Assistant Secretary, chairman; Willis L. Moore, Chief of the Weather Bureau; George William Hill, department editor, who shall be secretary.

The attention of all chiefs and editorial assistants is called to the terms of the above Executive order, compliance with which is enjoined upon all persons submitting or supervising matter submitted for publication.

JAMES WILSON, *Secretary.*

GENERAL ORDER 93.

JANUARY 27, 1906.

The attention of all employees of the Department of Agriculture is hereby called to an amended Executive order, issued at the White House January 25, 1906, as follows:

EXECUTIVE ORDER.

The Executive order of January 31, 1902, is hereby amended by adding "or independent Government establishments" after the word "Departments" in the third and ninth lines.

As amended the order will read as follows:

"All officers and employees of the United States of every description, serving in or under any of the Executive Departments or independent Government establishments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its committees, or in any way save through the heads of the Departments or independent Government establishments in or under which they serve, on penalty of dismissal from the Government service."

THEODORE ROOSEVELT.

THE WHITE HOUSE, *January 25, 1906.*

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

GENERAL ORDER 94.

FEBRUARY 14, 1906.

It is hereby ordered that no promotion in salary or increase in compensation of any person in the Department of Agriculture to be paid from any fund under the control of the said Department shall be antedated or take effect before the day and date upon which the same shall be approved and ordered by the Secretary of Agriculture; and it is also hereby ordered that no original appointment to any position or place in the Department of Agriculture involving the payment of a salary or compensation from any fund under the control of the said Department shall be made to take effect on any date previous to the day and date on which the appointment is approved and signed by the Secretary unless the same has been authorized in writing by the Secretary.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 95.

FEBRUARY 15, 1906.

Hereafter, with a view of securing uniformity, the Chief of the Division of Accounts and Disbursing Clerk, as chief financial officer of this Department, will inquire into the receipt and disbursement of all moneys, the auditing of all accounts, the keeping of all liabilities, and the methods of doing business in connection therewith in the various bureaus and independent divisions of the Department of Agriculture, making inspections from time to time, and reporting to me any changes or modifications necessary toward facilitating the public business and safeguarding the moneys of the United States.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 96.

APRIL 14, 1906.

In view of the restrictions placed on the funds available for printing and binding for this Department, and in view of the constantly increasing demands upon these funds, it becomes necessary to adopt restrictive measures in regard to the issue of publications. It is quite as incumbent upon the Department to publish the information it has acquired as to conduct the laboratory work and field and other investigations by which this information is obtained. The only limit placed upon the acquisition or diffusion of this information is that it shall be of value to agriculture. Four ways only seem available by which the expense of the printing and binding for this Department may be judiciously restricted: First, by prevention of the waste inevitably accompanying a general gratuitous distribution; secondly, by careful editing (in the manuscript) of every document submitted for publication, with a view to presenting the facts in the briefest, most succinct style compatible with clearness; thirdly, by rigid suppression of the tendency to reedit in the proof, and, fourthly, by restriction of illustrations to such as are absolutely necessary. General orders have already been issued enforcing the second, third, and fourth conditions, and it is only necessary here to reiterate them with added emphasis.

To carry out the first condition it is ordered that hereafter the first edition of every publication shall be limited to such number as is necessary to supply libraries, educational institutions, the press, State and foreign officials connected with agriculture, exchanges, and such persons as are rendering tangible service to the Department, either by active cooperation in its work or as special correspondents; and, in addition, a small number, to be reserved for emergencies and for use in correspondence, and to furnish a small supply to be placed in the hands of the superintendent of documents for sale. Hereafter all reprints shall be confined to such numbers as may be necessary to replenish the supply of the superintendent of documents, where the demand for the same, at a price fixed by the Public Printer, continues.

Chiefs of bureaus, offices, and divisions maintaining free mailing lists will cause the same to be rigidly revised in accordance with the distribution indicated above.

This order does not apply to Farmers' Bulletins or to emergency circulars.

JAMES WILSON, *Secretary.*

GENERAL ORDER 97.

APRIL 16, 1906.

In conformity with the practice of the zoologists and botanists of this Department, it is hereby ordered that in all descriptions of new genera of plants and animals appearing in publications of the Department, whether proposed by employees or outside contributors, the type species of each new genus shall be designated.

W. M. HAYS,
Acting Secretary of Agriculture.

GENERAL ORDER 98.

JULY 10, 1906.

To officers and employees of the Department of Agriculture:

Attention is called to the following circular from the Comptroller of the Treasury, and you are directed to comply with the same. The Fiscal Regulations of the Department issued July 1, 1904, are amended accordingly.

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

PAYMENT OF SALARIES AND COMPENSATION.

[1906.—Department Circular No. 67.]

TREASURY DEPARTMENT,
OFFICE OF COMPTROLLER OF THE TREASURY,
Washington, July 5, 1906.

To all disbursing officers of the United States:

All disbursing officers will take notice that hereafter all persons in the Government service receiving a yearly or monthly compensation will be paid for such service under the following act of Congress, approved June 30, 1906—sundry civil appropriations act:

"SEC. 6. Hereafter, where the compensation of any person in the service of the United States is annual or monthly the following rules for division of time and computation of pay for services rendered are hereby established:

"Annual compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the United States during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the thirtieth day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for one day's unauthorized absence on the thirty-first day of any calendar month one day's pay shall be forfeited."

1. For pay purposes all months in the year will be reckoned as containing thirty days.

2. Where a promotion or demotion occurs during any month from a place to another place carrying a different compensation, service under such promotion or demotion will be considered as fractional service.

3. One-thirtieth of a monthly installment of salary will be deducted for every day's absence in a month, where such absentee is not in a pay status during such absence.

R. J. TRACEWELL, *Comptroller.*

Approved:

LESLIE M. SHAW,
Secretary of the Treasury.

GENERAL ORDER 99.

JULY 27, 1906.

It is hereby ordered that the appointment or employment of any and every person who has been appointed in the United States Department of Agriculture to any position or employed in any capacity therein, and given leave of absence without pay, or furloughed without pay commencing on any date prior to August 1, 1905, and whose said leave of absence or furlough without pay has continued in force and effect until the termination of July 31, 1906, is hereby terminated,

and the name of each such appointee or employee is hereby removed from the rolls of the Department. This order shall take effect on August 1, 1906.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 100.

JULY 27, 1906.

In the United States Department of Agriculture no leave of absence without pay will hereafter be granted for a longer period than three months, except in special and peculiar cases, and no furlough without pay or leave of absence without pay shall continue in force and effect for a longer period than one year from the date of the commencement thereof.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 101.

SEPTEMBER 12, 1906.

To officers and employees of the Department of Agriculture:

Attention is called to the following decision from the Comptroller of the Treasury, and you are directed to follow the same in the preparation of pay rolls and salary accounts.

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

TREASURY DEPARTMENT,
OFFICE OF THE COMPTROLLER OF THE TREASURY,
Washington, September 10, 1906.

The honorable the SECRETARY OF AGRICULTURE.

SIR: I have received your letter of the 31st ultimo requesting my decision of the questions quoted below:

"1. An employee serves from the 1st to the 15th, inclusive, of a thirty-one-day month, then resigns. Is he entitled to pay for fifteen days or for fourteen days?"

"2. An employee serves from the 1st to the 15th, inclusive, of a thirty-one-day month, when he is removed from the service by death. Is his estate entitled to receive pay for fifteen days or for fourteen days?"

"3. An employee is absent without authority one day in a thirty-one-day month. Is he entitled to thirty days' pay or to twenty-nine days' pay?"

"4. An employee serves from the 1st to the 15th of a thirty-one-day month and is then granted a furlough without pay until the 31st. Is he entitled to fifteen days' pay or to fourteen days' pay?"

"5. An employee is absent without authority two days in February. Is he entitled to pay for twenty-eight days or for twenty-six days?"

"6. An employee serves from the 1st to the 15th, inclusive, of February and is granted leave without pay until the 28th of February. Is he entitled to pay for fifteen days or for seventeen days?"

Section 6 of the act of June 30, 1906 (34 Stat., 763), provides—

"Hereafter, where the compensation of any person in the service of the United States is annual or monthly the following rules for division of time and computation of pay for services rendered are hereby established: Annual compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the United States during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month

from the date of entry to the thirtieth day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for one day's unauthorized absence on the thirty-first day of any calendar month one day's pay shall be forfeited."

1. The service stated in your first question is fractional service, and one-thirtieth of one monthly installment of the annual compensation should be paid for each day's service, or in the case stated fifteen-thirtieths of the monthly compensation should be paid.

2. The same answer applies to your second question.

3. One-thirtieth of one monthly installment should be deducted for one day's absence without authority, and the balance of the monthly compensation should be paid for the service of the month, or in the case stated twenty-nine thirtieths of the monthly compensation should be paid.

4. The answer to question 3 applies here. I understand from your statement that the employee was absent without pay from the 16th to the 31st, inclusive, or sixteen days. For such service he should be paid one monthly installment of his annual compensation, less sixteen-thirtieths of such installment, to be deducted for the time he was absent without pay, or in the case stated fourteen-thirtieths of his monthly compensation should be paid.

5. For the service stated in this question twenty-eight thirtieths of the monthly compensation should be paid.

6. As I understand this question, the employee is absent without pay from the 16th to the 28th of February, inclusive, or thirteen days. One-thirtieth of the monthly installment should be deducted for each day's absence without pay, and the balance, or seventeen-thirtieths, of the monthly installment paid for the service stated.

Respectfully,

R. J. TRACEWELL, *Comptroller*.

GENERAL ORDER 102.

OCTOBER 9, 1906.

In compliance with Treasury Department Circular 51, from the Comptroller's office, under date of June 22, 1906, in regard to certification of administrative examination of accounts, the disbursing clerk of the Department of Agriculture will hereafter submit his consolidated account current and abstracts of disbursements to the Secretary of Agriculture (chief clerk's office) promptly after the end of each quarter. The chief clerk will refer the abstracts of disbursements to the chiefs of bureaus and divisions having charge of the appropriations to which the abstracts pertain, who will have them carefully examined and compared with the records of their bureau or division. In order to prevent possible collusion, the examination should be by persons other than those who prepared and checked the vouchers before payment. Such examinations will be evidenced on the abstracts, with the prompt return thereof, in the following manner:

BUREAU } _____,
DIVISION } _____,
Date: _____, 190 .

Respectfully returned to the Secretary of Agriculture. I certify that this abstract has been carefully examined and compared with the records of this {Bureau }
{Division }.

Credit for expenditures in the amount of \$_____, which is hereby approved, is recommended.

_____,
Chief of {Bureau } _____,
{Division } _____.

This indorsement should be accompanied by a statement of differences, when such differences are found in the account.

Should reference to the vouchers be necessary in special cases, they will be found on file in the disbursing clerk's office and may be examined at any time.

Upon return to the chief clerk of all the abstracts, he will reassemble the account, have the same approved by the Secretary of Agriculture, and transmit it direct to the Auditor for the State and other Departments, Treasury Department, Washington, D. C.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 103.

NOVEMBER 14, 1906.

In all cases where it becomes necessary for the Department editor to refer the manuscript or proof of any document to another bureau, division, or office for examination of the portions thereof relating to subjects coming within the province of that bureau, the said manuscript or proof must be returned to the Division of Publications within three days, with such recommendations as the chief to whom the same has been referred may desire to make.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 104.

NOVEMBER 15, 1906.

The Comptroller of the Treasury has ruled that fees for administering an oath by any clerk of any circuit or district court of the United States as to the correctness of expense accounts of employees of the Department must be paid out of the Treasury to the clerk and must be included in his accounts and approved, rendered, and paid in the same manner as are any other fees due him for services rendered the United States (13 Comp. Dec., 71). Hereafter charges of this nature shall not be included in expense accounts of employees of this Department. Therefore, employees who have this service performed by clerks of circuit or district courts should make no payment therefor.

JAMES WILSON,
Secretary of Agriculture.

GENERAL ORDER 105.

DECEMBER 24, 1906.

In conformity with the recommendations of the Committee on Department Methods, approved by the President, the following is promulgated:

1. A committee on business methods is hereby appointed for the Department of Agriculture, to consist of the Chief of the Bureau of Animal Industry as chairman, the Chief of the Bureau of Plant Industry, the Chief of the Forest Service, the Chief of the Bureau of Soils, and the disbursing officer. The duty of this committee shall be "to report to the Secretary of Agriculture, as he may direct, plans for new methods of routine business, changes in the system of book-keeping, correspondence, filing, and office procedure generally, as well as to undertake specific duties within its field assigned to it by the Secretary. It should also be the definite duty of the committee to know thoroughly the business methods prevailing in the various offices of the Department, to investigate them when necessary, and on its own initiative to recommend to the Secretary advisable changes or modifications in these methods."

2. The chief of each bureau, office, and independent division is hereby ordered to appoint a committee in his bureau, office, or division, to be known as the bureau, office, or division committee. Its membership shall include all officers who report directly to the chief of the bureau, office, or division. This committee shall meet once a week. The chief of the bureau, office, or division shall be its chairman. The work of the committee shall be advisory only. It shall make definite recommendations, but the power of final decision shall rest, where it belongs, with the administrative head of the bureau. The purpose of this committee is to promote cooperation by all of the subdivisions in the promotion and advancement of the work of the bureau—in brief, to promote “team work.”

To indicate more clearly the scope of the work of such bureau committees the following order of business is suggested:

(1) Statement by chiefs of new, current, or proposed work or methods.

(2) Reports of subcommittees which may from time to time be appointed to consider or investigate special subjects.

(3) Miscellaneous business.

Topics for consideration under the last title are—

(a) Cooperation.

(b) Coordination of work.

(c) Business methods.

(d) Policy.

3. It is also ordered that committees on business methods be appointed by the chiefs of the Bureau of Animal Industry, the Weather Bureau, the Bureau of Plant Industry, the Forest Service, and the Bureau of Chemistry, in view of their complicated organization and large personnel. In each instance this committee, which shall be composed of three members from the bureau committee, shall be charged with duties similar to those of the Department committee on business methods, except that their work shall be confined to their own bureau and their recommendations be made to the chief thereof.

4. The committees created by the foregoing order will cooperate with the general Department council, or committee, which, headed by the Secretary and made up of his principal subordinates, was established in this Department some time since to promote cooperation, to improve methods, to develop “team work,” and to avoid conflict and duplication.

JAMES WILSON,
Secretary of Agriculture.

SPECIAL ORDERS

SPECIAL ORDER.

MAY 14, 1903.

It is hereby ordered that Dr. B. T. Galloway, Chief of the Bureau of Plant Industry, Dr. D. E. Salmon, Chief of the Bureau of Animal Industry, and Dr. A. C. True, Director of the Office of Experiment Stations, all in the Department of Agriculture, be and they are, in addition to their regular official duties, hereby constituted a committee to be designated and known as the building committee and be subject to the orders of the Secretary of Agriculture, to direct and supervise the erection of a building for the use and accommodation of the Department of Agriculture according to "An act for the erection of a building for the use and accommodation of the Department of Agriculture," approved February 9, 1903. Dr. B. T. Galloway, before mentioned, is hereby appointed chairman of the said committee.

(Signed) JAMES WILSON,
Secretary.

SPECIAL ORDER.

JUNE 23, 1903.

It is hereby ordered that there be, and there is hereby, established in the Bureau of Chemistry of the U. S. Department of Agriculture a laboratory to be known as the Contracts Laboratory, in which shall be examined materials to be purchased by the U. S. Department of Agriculture, to determine their purity and compliance with specifications, and to do the collaborative work provided by law for other Departments which may request such assistance from the Secretary of Agriculture.

JAMES WILSON,
Secretary of Agriculture.

SPECIAL ORDER.

OCTOBER 5, 1903.

Mr. Jasper Wilson, private secretary to the Secretary of Agriculture, is hereby relieved from duty as acting chief clerk, and Mr. Irving Frickey is hereby designated and appointed as acting chief clerk in the absence of the chief clerk, and he will be respected accordingly.

(Signed) JAMES WILSON,
Secretary.

SPECIAL ORDER.

APRIL 12, 1904.

It is hereby ordered that Dr. B. T. Galloway, Chief of the Bureau of Plant Industry, Dr. Daniel E. Salmon, Chief of the Bureau of Animal Industry, and Capt. John S. Sewall, supervisor of the construction of the new buildings of the Department of Agriculture,

under the provisions of an act approved February 9, 1903, are hereby constituted a board of awards, to consider all bids tendered in connection with the construction of the aforesaid new buildings and also in connection with the removal and construction of green-houses connected with the Department of Agriculture and to make recommendations respecting such bids direct to the Secretary of Agriculture.

(Signed) JAMES WILSON,
Secretary of Agriculture.

SPECIAL ORDER.

JUNE 2, 1904.

It is hereby ordered that there be, and there is hereby, established in the Bureau of Chemistry of the United States Department of Agriculture a division to be known as the Division of Tests. The work of this division shall be to test and investigate road materials and all materials of construction relating to agriculture, and to do collaborative work provided by law with other Departments which may require such assistance from the Secretary of Agriculture.

This order is to take effect July 1, 1904.

JAMES WILSON, *Secretary.*

SPECIAL ORDER.

JUNE 3, 1904.

It is hereby ordered that there be, and there is hereby, established in the Bureau of Chemistry of the United States Department of Agriculture a division to be known as the Division of Foods. The work of this division shall be the examination and analysis of foods to determine their nutritive properties, the study of the adulteration of foods and the methods of detecting it, and the conduct of the analytical work relating to the inspection of food products and to the other investigations of foods specially authorized by Congress. It shall be a part of the work of this division also to examine food products offered for analysis by the other Departments of the Government in harmony with existing legislation.

This order is to take effect July 1, 1904.

JAMES WILSON, *Secretary.*

SPECIAL ORDER.

JULY 1, 1904.

There is hereby established in the Bureau of Chemistry a laboratory to be known as the Micro-chemical Laboratory. This laboratory is charged with the micro-chemical investigations of substances important in agriculture and relating to the investigations of the Bureau of Chemistry and with such collaborative work as may be desired by the other bureaus and divisions of the Department of Agriculture and of the other Departments of the Government. It is especially charged with the micro-chemistry of food products, especially in respect of their composition and adulteration.

JAMES WILSON, *Secretary.*

A true copy:

S. R. BURCH, *Chief Clerk.*

SPECIAL ORDER.

JULY 1, 1904.

The order establishing the Soil and Fertilizer Laboratory is hereby abrogated. In lieu of this laboratory there is established, in the Bureau of Chemistry, a laboratory to be known as the Plant Analysis Laboratory. This laboratory is charged with the investigation of fertilizers in respect of composition and will collaborate in this work with the referees of the Association of Official Agricultural Chemists, charged with the investigation of fertilizers and fertilizing substances.

The laboratory is also charged with the investigation of the constitution of plants, and is authorized to collaborate with the Bureau of Plant Industry in the chemical investigation of problems in which the Bureau of Chemistry and the Bureau of Plant Industry are mutually interested.

JAMES WILSON, *Secretary.*

A true copy:

S. R. BURCH, *Chief Clerk.*

SPECIAL ORDER.

JULY 1, 1904.

There is hereby established in the Bureau of Chemistry a laboratory to be known as the Leather and Paper Laboratory, to which are to be committed the analyses and investigations relating to the following subjects:

Investigations of tannins and tanning materials and their effects upon the strength and properties of leather, with a view to promoting the agricultural industries relating to the production of tannins and tanning materials and leather of a high quality.

All technical problems of a chemical nature relating to the production of tannins and tanning products and of leathers.

All technical problems of a chemical nature relating to the production of leather.

All chemical and physical investigations of papers in regard to their fitness for use in the Department of Agriculture and other Departments of the Government which may request such investigations.

All technical problems of a chemical nature relating to the production of paper with a view to promoting the agricultural industries connected with the production of the raw materials and to the improvement of the quality of papers made.

JAMES WILSON, *Secretary.*

A true copy:

S. R. BURCH, *Chief Clerk.*

SPECIAL ORDER.

JULY 1, 1905.

The name of the Insecticide and Agricultural Water Laboratory of the Bureau of Chemistry is hereby changed to the Miscellaneous Laboratory.

The principal lines of work of this laboratory shall be, as heretofore, upon insecticides, waters, and cattle foods, with the addition of such other chemical work of the Bureau of Chemistry and other bureaus

and divisions of the various Departments of the Government as does not properly belong to any of the other laboratories already established.

The work on insecticides shall include studies of the composition and methods of analysis of this class of compounds, together with such collaborative work with the Bureau of Entomology as may appear mutually profitable.

The work on waters shall include studies in collaboration with the Office of Experiment Stations, of irrigation waters, and of sanitary and mineral waters, and shall be especially directed toward a study of the mineral waters sold upon the American market. It shall not include analyses of waters for corporations, firms, or private parties, nor for any commercial purpose.

The work on cattle foods shall include any studies relating to their composition, nutritive value, adulteration, and analysis.

The miscellaneous work shall include investigations of an official and public nature which may be properly made by the bureau.

JAMES WILSON, *Secretary.*

SPECIAL ORDER.

OCTOBER 4, 1905.

It is hereby ordered that one copy of the monthly pay rolls of each bureau, division, office, and Forest Service be furnished monthly by the respective chiefs thereof to the appointment clerk of the Department on or before the 6th day of the succeeding month to which the said pay rolls appertain.

JAMES WILSON,
Secretary of Agriculture.

SPECIAL ORDER.

MAY 24, 1906.

On June 21, 1895, the Secretary of Agriculture issued an order requiring each inspector, assistant inspector, live-stock agent, stock examiner, and tagger to wear a badge while engaged in the performance of official duties, the badge to be furnished by the Chief of the Bureau of Animal Industry, and each employee was required to deposit the sum of \$2 with the disbursing clerk of the Department, who was made custodian of the guarantee fund. On October 12, 1905, the Secretary of Agriculture issued an order modifying the order of June 21, 1895, so far as related to these deposits and directing that the money be refunded. The amount received up to that date, October 12, 1905, by Mr. F. L. Evans, disbursing clerk of the Department, was \$2,164, and during the period from that date to May 24, 1906, the sum of \$1,944 was returned to the various depositors by him, leaving in the guarantee fund a balance of \$220. The transfer of this balance, \$220, to his successor, Mr. A. Zappone, disbursing clerk of the Department, is hereby ordered and will be refunded by him to the depositors as soon as practicable. If the money is not claimed by them within a reasonable time the amount will be deposited in the Treasury to the credit of miscellaneous receipts.

(Signed) JAMES WILSON,
Secretary.

SPECIAL ORDER.

JUNE 30, 1906.

Whenever the chief of any bureau, office, division, or service of the U. S. Department of Agriculture shall recommend for promotion in salary any person on the pay rolls of his office it will be necessary for him to state therein the date of the last promotion of the person recommended for promotion and from what amount of salary to what amount of salary the person was promoted; also the recommendation for promotion must include a statement of the amount of money earned, in outside work, by the person in whose favor the recommendation is made, provided the salary of the person so recommended amounts to \$1,600 or over per annum.

JAMES WILSON, *Secretary*.

ORDERS ISSUED BY THE CHIEF CLERK

JULY 1, 1896.

To whom it may concern:

The document and folding room of the Department of Agriculture is hereby placed in charge of the Chief of the Division of Publications of the said Department, to whom the superintendent, clerk, and all folders of that room will report for duty.

(Signed)

D. MACCUAIG,
Chief Clerk.

FEBRUARY 19, 1897.

To the chiefs of bureaus, divisions, and offices:

Your attention is directed to the following communication from the honorable the Postmaster-General. A strict observance of its requirements is enjoined on all employees of the Department.

By order of the Secretary:

D. MACCUAIG, *Chief Clerk.*

OFFICE OF THE POSTMASTER-GENERAL,
Washington, D. C., February 13, 1897.

The honorable the SECRETARY OF AGRICULTURE.

SIR: It has come to the knowledge of the Postmaster-General that subordinate officers in at least one of the Departments use the official envelope in corresponding with their attorneys in regard to their accounts with the Government, and that they furnish their attorneys official envelopes to cover the return of what they choose to call official papers to the officials interested. This is illegal, and I have to respectfully request you to call the attention of your subordinates to the following points:

1. An official of the Government has no right to use the official envelope to cover papers or correspondence with his attorney or other private citizen in regard to his accounts with the Government. And when it is known that packages, though addressed by the Departments to officials, are really intended for an attorney or other private citizen, such packages should not be sent free of postage.

2. An official has no right to furnish his attorney or other private citizen official envelopes to be used at his discretion or otherwise. The only exception to this rule is where an officer writes to a private party on official business he may inclose with his letter an official envelope properly addressed to himself to cover the reply.

Very respectfully,

WM. L. WILSON, *Postmaster-General.*

JANUARY 17, 1898.

Chiefs of bureaus and divisions:

Employees of the Department will not be excused to go on leave until the return slip on the application has been signed by the chief clerk. At once upon return from leave these slips must be properly filled out and promptly sent to the time clerk.

Attention is also called to the requirement that employees going on leave which will include the last day of the month must first sign the pay roll.

By order of the Secretary:

(Signed)

ANDREW GEDDES,
Chief Clerk.

NOVEMBER 18, 1898.

To the chiefs of bureaus and divisions:

The telephone placed in your office is to be used only on official business. In cases of sickness in the families of employees, or where there is business of grave importance, employees may be permitted to use the telephone, but this permission must be granted under a strict discretion of the chiefs.

By order of the Secretary:

(Signed)

ANDREW GEDDES,
Chief Clerk.

OCTOBER 18, 1901.

The chiefs of bureaus, divisions, offices, and sections:

The following is published for your information, guidance, and compliance:

EXECUTIVE MANSION,
Washington, October 17, 1901.

MY DEAR SIR: I am directed by the President to bring to your attention his desire to change the headings, or date lines, of all official papers and documents requiring his signature, from "Executive Mansion" to "White House."

In view of the approaching session of the Congress, it will become necessary in preparing nominations for the Senate, as well as messages for either House of Congress, to observe the above change.

Very truly, yours,

(Signed)

GEO. B. CORTELYOU, *Secretary to the President.*Hon. JAMES WILSON,
Secretary of Agriculture.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

MAY 1, 1904.

To chiefs of bureaus, divisions, and offices:

You are directed to prepare and forward to the Chief of the Supply Division on forms prepared for that purpose, as soon after July 1 as practicable, a complete inventory of the various articles of property of a permanent character in your charge; and thereafter on the 1st day of July of each year you will make a report of the number or quantity on hand at last report, received since last report, and on hand at date of same.

By order of the Secretary:

(Signed)

S. R. BURCH,
Chief Clerk.

APRIL 29, 1905.

To the employees of the Department of Agriculture:

The Commissioners of the District of Columbia were authorized by act of Congress approved April 27, 1904, to ascertain the amount of Potomac water used by each Department, and they have called the attention of the Secretary to the fact that this Department is using a very large quantity. The Secretary therefore directs that the utmost

economy be exercised in said use of water, consistent with the requirements of good service.

To illustrate: The Commissioners report one bureau as using 35,500 gallons per day, which would seem to indicate that there must be some unnecessary waste.

The capacity of the Washington Aqueduct has very nearly been reached, which calls for strict economy in the use of same.

(Signed) S. R. BURCH,
Chief Clerk.

SPECIAL ORDER.

JULY 13, 1904.

The employees in Washington known as laborers, both skilled and unskilled, who are required to begin work at 8 o'clock a. m. under previous orders, hereafter will remain on duty until 4.30 p. m., except on Saturdays during July, August, and September, when they will remain until 1 o'clock p. m.

By authority of the Secretary:

S. R. BURCH, *Chief Clerk.*

SPECIAL ORDER.

JANUARY 27, 1905.

1. Special order of November 30, 1904, is hereby revoked, and Mr. W. F. Timberlake is accordingly relieved from the duties of inspector and weigher of feed and fuel for this Department.

2. Mr. J. F. Skidmore is hereby directed (in addition to other duties) to inspect and weigh all feed and fuel for the Department except that for the Weather Bureau and Bureau of Forestry, and will report to Mr. Lewis Jones, chief engineer.

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

SPECIAL ORDER.

MAY 1, 1906.

Mr. Almerico Zappone has this day been appointed chief of division and disbursing clerk, Division of Accounts and Disbursements, vice Mr. Frank L. Evans, resigned, and he will be recognized and respected accordingly.

By order of the Secretary:

(Signed) S. R. BURCH,
Chief Clerk.

Circular Letters and Circulars

CIRCULAR LETTERS AND CIRCULARS OF THE SECRETARY

CIRCULAR LETTER.

APRIL 25, 1901.

To the chiefs of bureaus and divisions, and other officers, agents, and employees of the Department of Agriculture:

My attention has been called to certain infringements of the Fiscal Regulations of this Department, among which are the following, viz:

1. Violations of paragraphs 7 and 11, which positively forbid the incurring of an expense of any kind until formal written authority therefor has been issued. No purchases may be made and no travel performed until formal requisitions or letters of authority have been signed, except in cases of extreme necessity.

2. Violations of paragraph 9b, which provides for competition for all purchases. General Order 21, of March 10, 1899, which is now in full force and effect, provides that "Competition must be secured in every case when practicable." The Chief of the Division of Accounts is directed to enforce a strict compliance with the letter and spirit of this regulation.

3. Violations of paragraph 16, which directs that the telegraph should be used sparingly.

I have also learned that frequently there is unnecessary delay in certain divisions in certifying vouchers for services and supplies. This, in turn, delays payment and brings adverse criticism upon the Department. Promptness in this particular is hereby required in all cases.

The terms of every contract must be strictly observed, and all violations must be reported to the Division of Accounts, in order that the proper penalties may be enforced.

The practice of allowing typewriters to be placed on trial in the Department, to be paid for from future appropriations must be discontinued.

Especial attention is invited to section 3678 of the Revised Statutes. Transfers from one appropriation to another when funds run low is a positive violation of law. The law, not considerations of convenience, must govern in all the transactions of this Department.

The making of a part of an appropriation "immediately available" is equivalent to a deficiency in that appropriation for the prior year. The policy of this Department is to avoid deficiencies.

The disbursing officer of the Department is hereby placed directly in charge of the appropriation for "Contingent expenses," and will be held responsible for its legal and judicious distribution. He is also authorized and directed to enforce a strict compliance with the Fiscal Regulations, with the statutes and decisions affecting fiscal affairs, and with the terms of every contract for supplies or services. To these ends he is authorized to call for such explanations and evidence as he may find necessary in determining whether the requirements of the statutes, regulations, and contracts have been properly observed.

JAMES WILSON, *Secretary.*

CIRCULAR LETTER.

MAY 31, 1902.

To all chiefs of bureaus, divisions, and offices of the Department of Agriculture:

Your attention is hereby called to the absolute necessity of promptly filing with the appointment clerk, before the termination of the first half of the fiscal year, and before the termination of the second half of the fiscal year, the efficiency reports respecting the persons serving under you.

Regulation 3, section 4, of the Regulations Governing Promotions, etc., in the Department of Agriculture, promulgated by the U. S. Civil Service Commission, is as follows:

The efficiency reports made by the chiefs of the several bureaus, divisions, and offices of the Department of Agriculture, respecting the value of the personal services in the Department of each person serving under them, and filed with the appointment clerk for the chief clerk of the Department, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department.

Neglect or delay in filing these efficiency reports with the appointment clerk is a breach of the civil-service rules and must not occur.

(Signed) JAMES WILSON,
Secretary of Agriculture.

CIRCULAR LETTER.

JULY 29, 1902.

To the chiefs of bureaus, divisions, offices, and sections of the U. S. Department of Agriculture:

GENTLEMEN: The following extract from a communication from the U. S. Civil Service Commission is published and commended to your attention for your guidance in relation to the duties which must not be performed by mere manual, unskilled, unclassified laborers, selected and appointed from certificates issued by the board of labor employment in the Department of Agriculture.

Very respectfully,

JAMES WILSON,
Secretary of Agriculture.

LIST OF CLASSIFIED DUTIES, NOT TO BE PERFORMED BY MERE MANUAL UNSKILLED LABORERS.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., July 26, 1902.

The honorable the SECRETARY OF AGRICULTURE.

SIR:

* * * * *

In accordance with the provisions of paragraph 3 of Rule XII [of the civil-service rules], which requires the Commission to determine the status of positions of laborers or workmen as classified or unclassified, you are informed that, in the opinion of the Commission, any position of laborer or workman to which any of the following duties pertain is by virtue of those duties to be treated and regarded as classified:

Clerical work; duties in the nature of messenger work, errands, carrying or delivering, or answering calls, where ability to read or write, or to understand reading or writing, is required; press copying, handling letter press, mimeographing, copying of all kinds, briefing, labeling, map drafting, tracing, etc.; all duties in the nature of book binding, computing, keeping accounts, or weighing; indexing, recording, cataloguing, and making written entries of every description; preparation or revision of mailing lists, or other lists of names, objects, or materials; filing, withdrawing matter from files, inspecting files, and work connected therewith; receiving, storing, caring for, comparing, assorting, arranging, classifying, distributing, issuing, packing, or delivering, of cards, certificates, documents, papers, stationery, supplies, or any other materials, in which

ability to read or write is required, or duties requiring a knowledge of any of the several operations last mentioned; writing franks or addresses; filling requisitions; keeping scrap books, or making extracts or clippings from any written or printed matter; counting or numbering; all duties connected with the handling of mail, except in bulk, and mailing, which require ability to read or write, including the receipt, distribution, and disposition of incoming mail, the selection, preparation, arranging, assorting, putting up, and dispatch, of all outgoing mail, any entry, record, or filing incident to said operations, including all handling of mail except in bulk; all gathering, wrapping, folding, packeting, tying, sealing, or otherwise preparing any matter whatever for transportation, in which ability to read or write is required; all work connected with the handling of money, complete or in process of manufacture or cancellation, in which ability to read or write, or to understand values, denominations, or amounts is required; and any other duties not heretofore enumerated, which require employees to read or write; performing, either as principal or assistant, technical, professional, scientific, or skilled work, or work other than mere manual labor, in laboratories, museums, or elsewhere; all duties requiring knowledge or skill not usually acquired by laborers in the performance of mere manual labor; duties which require skill, in connection with the operation of machinery, or machines, or in the various processes of printing, engraving, lithographing, electrotyping, or similar arts; operating computing machines; photographic work; duties pertaining to mechanical trades, or usually performed by helpers or apprentices, including repair work; duties connected with the installation, extension, repair, alteration, or care of electrical apparatus, for light, heat, power, transportation, or communication; all skilled labor; all police or watchman duties; guides; duties of a fireman, attending to furnaces, fires, or boilers, by day or night, in winter or summer; running elevators; telephone operators; foreman of laborers; tile setter; all supervisory work; assistant to engineer in road making; preparing, mounting, or arranging specimens of plants, animals, insects, fossils, or other objects, and handling, numbering, labeling, or installing the same; duties usually pertaining to the position of gardener; grafting and seed testing; charge of breeding pens.

The above list is intended to contain no duties properly pertaining to the position of mere laborer or workman. On the other hand, it probably does not enumerate all the duties which would serve to classify the positions to which they pertain. It embodies the conclusions drawn by the Commission from the data now in its possession. * * *

Very respectfully,

JOHN R. PROCTER,
President U. S. Civil Service Commission.

CIRCULAR.

SEPTEMBER 18, 1902.

For the information and guidance of all officers and employees of this Department there are published herewith certain extracts from the civil-service act of January 16, 1883, together with an extract from a letter addressed by the honorable the Attorney-General to all officers and employees of the Department of Justice under date November 22, 1901.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

The civil-service act of January 16, 1883, provides:

SEC. 2, paragraph 2, clause 5. That no person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and that he will not be removed or otherwise prejudiced for refusing to do so.

* * * * *

SEC. 11. That no Senator or Representative or Territorial Delegate of the Congress, or Senator, Representative, or Delegate elect, or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription, or contribution for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States.

SEC. 12. That no person shall, in any room or building occupied in the discharge of

official duties by any officer or employee of the United States mentioned in this act, or in any navy-yard, fort, or arsenal solicit in any manner whatever or receive any contribution of money or any other thing of value for any political purpose whatever.

SEC. 13. No officer or employee of the United States mentioned in this act shall discharge or promote or degrade or in any manner change the official rank or compensation of any other officer or employee or promise or threaten so to do for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

SEC. 14. That no officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of the House of Representatives or Territorial Delegate any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

SEC. 15. That any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall on conviction thereof be punished by a fine not exceeding five thousand dollars or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both in the discretion of the court.

Civil-service Rule II, Clause I, reads as follows:

I. Any person in the executive civil service of the United States who shall willfully violate any of the provisions of the civil-service act or of these rules shall be dismissed from office.

Section 2 of the act of January 16, 1883, provides that no person in the public service "has any right to use his official authority or influence to coerce the action of any person or body."

The extract from the letter of the Attorney-General, dated November 22, 1901, reads as follows:

Your attention is directed to a circular of this Department issued August 20, 1900, in which section 2 of the civil-service act of January 16, 1883, forbidding any executive officer or employee, among others, to solicit or receive political contributions from any officers or employees of the United States was quoted, and all persons serving under this Department were required to observe strictly the prohibitions of that law and were recommended to refrain from service on political committees charged with the collection and disbursement of campaign funds. I now repeat the injunctions of that circular, and add the following further directions on this subject:

* * * * *

Persons in the Government service under this Department should not act as chairmen of political organizations nor make themselves unduly prominent in local political matters. It is expected and required that all officers and employees of this Department shall act in entire conformity with the views herein set forth.

CIRCULAR.

SEPTEMBER 25, 1902.

The unauthorized presence on Indian reservations of persons claiming to be in the employ of this Department having been reported to the Secretary of the Interior, the attention of chiefs of bureaus, divisions, and offices of this Department is respectfully called to the following extract from a letter of the honorable the Secretary of the Interior addressed to the Secretary of Agriculture on this subject. Strict compliance therewith must be observed.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

EXTRACT FROM LETTER OF THE SECRETARY OF THE INTERIOR DATED SEPTEMBER 16, 1902.

In order to avoid embarrassment and annoyance to Indian agents, as well as to the representatives of your Department who may in the future be required to visit Indian reservations on official business, and in the interest of good government upon such reservations, I respectfully request that hereafter whenever it is desired to send such agents or representatives upon an Indian reservation that the agents in charge of such reservations be notified thereof through this Department, so that no misunderstanding may arise regarding the presence of such persons thereon.

CIRCULAR LETTER.

DECEMBER 9, 1902.

To all chiefs of bureaus, divisions, and offices of the Department of Agriculture:

Your attention is hereby called to the absolute necessity of promptly filing with the appointment clerk, before the termination of December for the first half of the fiscal year, and also before the termination of June for the second half of the fiscal year, the efficiency reports respecting the persons serving under you.

Regulation 3, section 4, of the Regulations Governing Promotions, etc., in the Department of Agriculture, promulgated by the United States Civil Service Commission, is as follows:

The efficiency reports, made by the chiefs of the several bureaus, divisions, and offices of the Department of Agriculture, respecting the value of the personal services in the Department of each person serving under them, and filed with the appointment clerk for the chief clerk of the Department, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department.

Neglect or delay in filing these efficiency reports with the appointment clerk is a breach of the civil-service rules.

JAMES WILSON,
Secretary of Agriculture.

CIRCULAR LETTER.

MARCH 16, 1906.

To the chiefs of bureaus, divisions, and offices of the U. S. Department of Agriculture.

GENTLEMEN: I call your attention to the following Executive order issued by the President respecting the appointment and classification of laborers:

EXECUTIVE ORDER.

No person shall hereafter be appointed to the position of laborer except upon certification under the civil-service rules, if the position requires, in connection with the usual duties of mere laborer, the performance of work of the grade done by classified employees.

No person who is to perform manual labor merely, in cities where labor regulations are in force, shall be appointed without the approval of the board of labor employment, subject to the supervision of the Civil Service Commission.

Laborers now employed in such cities whose principal duties are of the grade performed by classified employees, and who are efficiently and satisfactorily performing such duties, may, subject to the approval of the Civil Service Commission, be regarded as classified upon such approval. No laborer thus classified shall receive increase of pay or be promoted or transferred without examination by the Commission.

Heads of Departments shall report to the Commission the names and duties of each laborer in the offices affected by this order, stating specifically the kind of labor performed, whether his services have been efficient and satisfactory, and, where the laborer is assigned to more than one kind of work, approximately the length of time assigned to classified and unclassified work daily.

THEODORE ROOSEVELT.

THE WHITE HOUSE, February 24, 1906.

An analysis of this order shows that part of it is mandatory and part permissive. The order requires that all laborers who are appointed anywhere to perform classified work shall be appointed under the civil-service rules, and that all mere laborers in cities where the labor regulations are in force shall be appointed with the approval of the boards of labor employment, subject to the supervision of the United States Civil Service Commission. The boards of examiners

for the twelve civil-service districts act as boards of labor employment. The order permits the classification of laborers in cities to which the labor regulations apply (except the city of Washington, D. C., where laborers have been classified under the orders of the President dated January 12 and March 30, 1905), subject to the approval of the United States Civil Service Commission, under the following limitations:

(a) The principal duties of a laborer must have been of the grade performed by classified employees.

(b) Such duties must have been efficiently and satisfactorily performed.

(c) No laborer so classified may be promoted or transferred without examination.

In order to receive the benefits of this order, it must be shown that the laborer was engaged upon classified work for more than half of his time, or that the classified work he performed was of much more importance than his unclassified work, and that he has been engaged upon classified work for a sufficient length of time to determine whether his services are efficient and satisfactory.

You are hereby requested to furnish me at your very earliest convenience, through the appointment clerk of the Department, a statement containing such particulars respecting unclassified laborers employed in the portion of the Department under you as will assist in determining correctly which, if any, laborers shall be classified under the order mentioned above, showing—

(a) The name of each laborer who was appointed without examination in offices in cities in which the labor regulations are in effect.

(b) Date of appointment.

(c) Present duties.

(d) Kind of labor performed.

(e) Length of time assigned to classified and unclassified work daily.

(f) How long he has been assigned to such work.

(g) Whether his services have been efficient and satisfactory and whether his classification is recommended.

At present the labor regulations are in effect in the following-named cities, the city first named in each district being the headquarters of the board of labor employment for that district:

First district, Boston; Second district, New York, Buffalo, Newark (N. J.); Third district, Philadelphia, Allegheny, Pittsburg (Pa.); Fourth district, Washington (D. C.), Baltimore (Md.); Fifth district, Atlanta (Ga.); Sixth district, Cincinnati, Cleveland, Columbus (Ohio), Indianapolis (Ind.), Louisville (Ky.); Seventh district, Chicago (Ill.), Detroit (Mich.), Milwaukee (Wis.); Eighth district, St. Paul, Minneapolis (Minn.), Omaha (Nebr.); Ninth district, St. Louis, Kansas City (Mo.); Tenth district, New Orleans (La.); Eleventh district, Denver (Colo.); Twelfth district, San Francisco (Cal.), Portland (Oreg.).

I request you to promptly attend to this matter and report thereon without delay.

JAMES WILSON,
Secretary of Agriculture.

CIRCULAR LETTERS AND CIRCULARS ISSUED BY THE CHIEF CLERK.

CIRCULAR.

JULY 3, 1902.

To chiefs of bureaus, divisions, and offices:

The rules and regulations of the Post-Office Department governing the carriage of mail matter through the mails state—

That mailable matter of the fourth class shall embrace all matter not embraced in the first, second, or third class, which is not in its form or nature liable to destroy, deface, or otherwise damage the contents of the mail bag or harm the person of any one engaged in the postal service, and is not above the weight provided by law, which is hereby declared to be NOT EXCEEDING FOUR POUNDS FOR EACH PACKAGE THEREOF, except in case of single books weighing in excess of that amount, and except for books and documents published or circulated by order of Congress, or printed or written official matter emanating from any of the Departments of the Government or from the Smithsonian Institution, or which is not declared unmailable under the provisions of section thirty-eight hundred and ninety-three of the Revised Statutes as amended by the act of July twelfth, eighteen hundred and seventy-six, or matter appertaining to lotteries, gift concerts, or fraudulent schemes or devices.

Postmasters, except at the city of Washington, D. C., are instructed to decline to accept for mailing packages offered to them weighing in excess of the limit provided by law, whether such packages are presented as free matter by officers of the Government, under the penalty label, or prepaid as third or fourth class matter.

Your attention, and that of employees of this Department, is called to the foregoing. Violation of the lawful rules and regulations of another Department of the Government will not be tolerated. In some recent instances a noncompliance with the law and the rules and regulations of the Post-Office Department has caused great annoyance, not only to that Department but to the head of this Department.

When there is any doubt as to the weight of mail matter desired to be mailed, the attention of the postmaster or other proper authority should be called to the same, and his decision and requirements in the premises should be complied with.

The Secretary expects and requires a strict compliance with this order.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

CIRCULAR.

APRIL 15, 1903.

To chiefs of bureaus, divisions, and offices:

The following extract from a letter addressed to the Secretary of Agriculture by the Postmaster-General, dated April 14, 1903, is here—

with published for the information and guidance of all concerned. The law and regulations referred to must be strictly complied with:

I have the honor to inform you that ever since the passage of the act of July 15, 1884 (chap. 234, 1 Supp.), section 3 of that act, which reads as follows, "Any Department or officer authorized to use the penalty envelopes may inclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information and indorsements relating thereto," has been construed by this Department to apply to official correspondence, and not as authorizing penalty envelopes or labels to be furnished to contractors of the Government for the purpose of transmitting articles purchased of them to Executive Departments, nor the furnishing of such envelopes or labels to persons who may actually donate articles of any character to a Department.

Penalty envelopes or labels furnished by your Department to persons not in the employ thereof, or who are not officers of the Government, may not, under the law, be used by them for the transmission in the mails, free of postage, of any matter other than the "official information (correspondence) and indorsements relating thereto" which is asked for.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

CIRCULAR.

MAY 6, 1903.

To chiefs of bureaus, divisions, and offices:

The following letter from the Postmaster-General, addressed to the Secretary of Agriculture, dated May 5, 1903, is published for the information and guidance of all concerned. It is the Postmaster-General's construction of the law and regulations in effect in his Department as published in circular from this office dated April 15, 1903:

In reply to your communications of the 18th and 21st instants, I have the honor to inform you that it is perfectly proper, under section 3 of the act of July 15, 1884 (chap. 234, 1 Supp.), for you to furnish publishers with penalty envelopes addressed to your Department, to be used by them in transmitting through the mails, free of postage, copies of their publications for which no charge is made when such publications contain official information necessary to your Department.

It is also proper for an Executive Department to furnish penalty envelopes bearing a return address to persons in possession of public documents to be used by them in returning such documents to the Department.

By order of the Secretary:

ANDREW GEDDES, *Chief Clerk.*

CIRCULAR LETTER.

JULY 6, 1904.

In compliance with a decision of Acting Attorney-General M. D. Purdy, rendered June 24, 1904, annual leaves of absence will "be reckoned without excluding Saturday afternoons within the months of July, August, and September."

Respectfully,

(Signed)

S. R. BURCH, *Chief Clerk.*

CIRCULAR LETTER.

NOVEMBER 3, 1905.

To officers and employees of the Department of Agriculture:

In order that the telegraphic business of the Department may be divided equitably between the Western Union and Postal Telegraph-Cable companies the following rules will hereafter be observed:

1. All telegrams emanating from the Department or any of its bureaus, offices, or divisions (except the Weather Bureau) shall be

sent to the telegraph operator of the bureau or Department for transmission. The said operator shall keep a record of the telegrams so sent, and shall divide them as equally as possible between the two companies in cases where messages are sent to points covered by the lines of both companies.

2. Employees of the Department traveling or located outside of Washington (except the Weather Bureau) will endeavor to equitably divide the telegraph business between the two companies.

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

CIRCULAR LETTER.

DECEMBER 15, 1905.

To the officers and employees of the Department of Agriculture:

Where permission is granted for a clerk or other employee to be absent on annual leave for a day, or for a specific period of time, and the time expires on Saturday or on a day preceding a legal holiday, the Sunday or legal holiday will not be charged against the annual leave of the clerk or other employee, nor will any deduction of pay be made on account of absence on the said Sunday or legal holiday, provided the clerk or other employee returns to duty on the day following the Sunday or legal holiday.

Where a clerk or other employee not entitled to leave with pay is absent without permission, pay should be deducted for each day's absence, including Sundays and legal holidays.

This is in accordance with the decision of the Comptroller of the Treasury, and should be borne in mind in certifying to the amounts due to employees for salary.

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

CIRCULAR LETTER.

FEBRUARY 3, 1906.

To the officers and employees of the Department of Agriculture:

The telephone service rented from the Chesapeake and Potomac Telephone Company is to be used for the transaction and expedition of official business exclusively. A charge of two and one-half cents (\$0.025) per message, in addition to the line and instrument rental, is made by the telephone company.

Hereafter officers and employees are directed to use the telephones leased from the Chesapeake and Potomac Telephone Company for personal messages only when important personal matters demand immediate attention. A charge of two and one-half cents (\$0.025) will be made for each personal message transmitted. The details of the payment of these charges for personal messages will be formulated by the chief clerk.

By order of the Secretary:

S. R. BURCH, *Chief Clerk.*

CIRCULAR LETTER.

APRIL 24, 1906.

To chiefs of bureaus, divisions, and offices.

GENTLEMEN: Your attention is hereby called to Executive order dated the White House, December 7, 1905, for the prevention and

spread of tuberculosis in the Departments. You will see that the rules and regulations herewith are strictly enforced, by placing the placards in conspicuous places in the building or buildings occupied by your force; and further, by giving all an opportunity to familiarize themselves with the requirements of the rules promulgated by the committee, which are furnished for that purpose.

By order of the Secretary:

(Signed)

S. R. BURCH, *Chief Clerk.*

DEPARTMENT CIRCULARS

[1905.—Department Circular 1.]

MARCH 8, 1905.

To the officers and employees of the Department of Agriculture:

The following instructions, which have been approved by the Comptroller of the Treasury, are issued for the guidance of those employees of this Department who are charged with the preparation, certification, or payment of salary accounts, paid from lump sum appropriations:

1. When the compensation of an employee is increased or diminished for service in the same employment and under the same appropriation, he is entitled to one-thirtieth of the monthly pay or monthly installment of the annual pay for each day's service at each rate of pay, exclusive of the thirty-first day of a thirty-one-day month.

Example: An employee is employed at a salary of \$1,800 per annum from October 1 to 3, inclusive; he is then employed at a salary of \$1,600 per annum from October 4 to 7, inclusive, and is restored to a salary of \$1,800 per annum on October 8. The person should be paid for four days at \$1,600 per annum, and twenty-six days at \$1,800 per annum.

2. Where an employee is on leave without pay during a part of a month, one-thirtieth of the monthly pay or monthly installment of annual pay should be deducted for each day's absence, including the thirty-first day of a thirty-one-day month.

Example: An employee was absent on leave without pay from October 1 to October 18, inclusive, and worked from October 19 to October 31, inclusive. He should be paid for twelve days only.

3. An employee who is absent without pay on the thirty-first day of a thirty-one-day month is entitled to pay for twenty-nine days only. If absent two days, he is entitled to twenty-eight days' pay only. If he works ten days, he is entitled to nine days' pay only. If he works only one day, he is not entitled to any pay—that is, an employee should be charged with one-thirtieth of the monthly installment for each day's absence without pay.

4. An employee who enters the service on a day other than the first day of the month, or who resigns to take effect other than the last day of the month, will be paid one-thirtieth of the monthly installment for each day of actual service.

5. For the month of February employees who serve during the whole of the month will receive the full monthly salary, or one-twelfth of the annual salary.

6. An employee serving fifteen days in the month of February at one compensation and promoted to take effect on the 16th day of

February, with the same employment, to be paid from the same appropriation, and who serves the remainder of February, will be paid one-half month's pay at each rate.

7. An employee who served the first twenty days in February at a certain rate and was promoted to become effective the twenty-first of February, to be paid from the same appropriation and who has the same work, will, if he serve the remaining days of the month, be paid twenty-thirtieths of one month's installment at the first rate and ten-thirtieths of one month's installment at the second rate.

8. When the service of an employee continues throughout the month, but he is transferred from one roll to another, paid from another appropriation at different rates, and is engaged upon other work, the service will be regarded as continuous and the employee will be paid as many thirtieths of one month's installment under the first appointment as he serves days, and as many thirtieths of one month's installment under the new appointment as he serves days.

9. An employee who is absent without pay one day in the month of February will be paid for twenty-nine days. If absent two days, he will be paid for twenty-eight days—that is, the employee will be charged one-thirtieth of the monthly installment for each day's absence without pay.

10. An employee who resigns to take effect on the 15th day of February, and who is appointed with a change of designation on the same work, paid the same compensation from the same appropriation, and who renders service under the new appointment for the remainder of February, will be paid the full month's salary.

JAMES WILSON, *Secretary.*

[1905.—Department Circular 3.]

MAY 8, 1905.

To the officers and employees of the Department of Agriculture:

Hereafter when any employee of the Department makes any new and useful discovery or invention of any machine, device, or process connected with the work of the Department, through the expenditure of Government time and Government money, you are directed to cause a patent to be applied for on the said discovery or invention, through the law officer of the Department. The patent will be taken out in the name of the inventor, without any expense to him, and will allow to any citizen of the United States the use of the patented article or process without payments of royalty.

All employees of this Department are prohibited from patenting any device or process or discovery connected with the work of the Department except in the manner above described.

JAMES WILSON,
Secretary of Agriculture.

[1905.—Department Circular 4.]

SEPTEMBER 25, 1905.

To officers and employees of the Department of Agriculture:

The following regulations are promulgated for your guidance:

REGULATION I. No officer or employee of the Government who is in a position either to influence the award of a contract with the Department or to cause purchases of supplies to be made for the Department shall be interested in any firm, company, or corporation doing business with the Department.

REGULATION II. Officers or employees who are engaged upon investigations of special industries for the Department shall not be connected with, or interested in, any firm, company, or corporation whose scope of business includes the industry which the officer or employee is investigating for the Department; and an officer or employee engaged upon the above-described work shall in no case allow his name, his work, or his connection with the Department to be used in promoting, or exploiting, or selling stock in, any firm, company, or corporation the scope of whose business includes the special industry which such officer or employee is investigating for the Department.

REGULATION III. No officer or employee shall perform or be engaged upon work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves.

The purpose of this regulation is not to prevent officers and employees of the Department from performing proper work outside of office hours which does not interfere with or hamper work for the Department, but is designed to afford the Secretary an opportunity to pass upon the kind and quantity of outside work which may be permitted in order that such work shall not impair the usefulness of such officers or employees to the Government.

JAMES WILSON, *Secretary*.

[1905.—Amendment to Department Circular 4.]

OCTOBER 20, 1905.

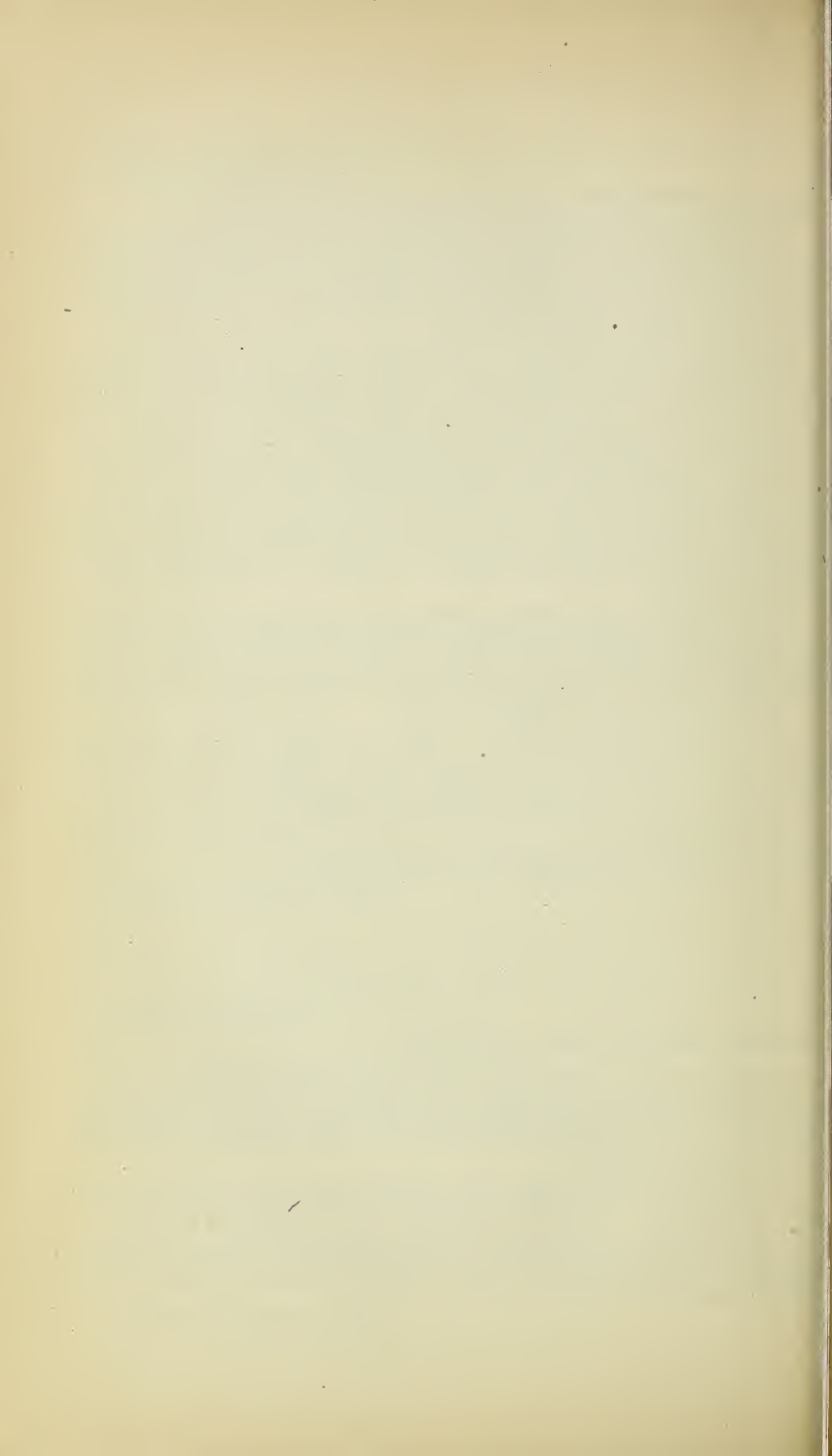
To chiefs of bureaus, offices, and divisions:

Regulation III of Department Circular 4 prescribes that—

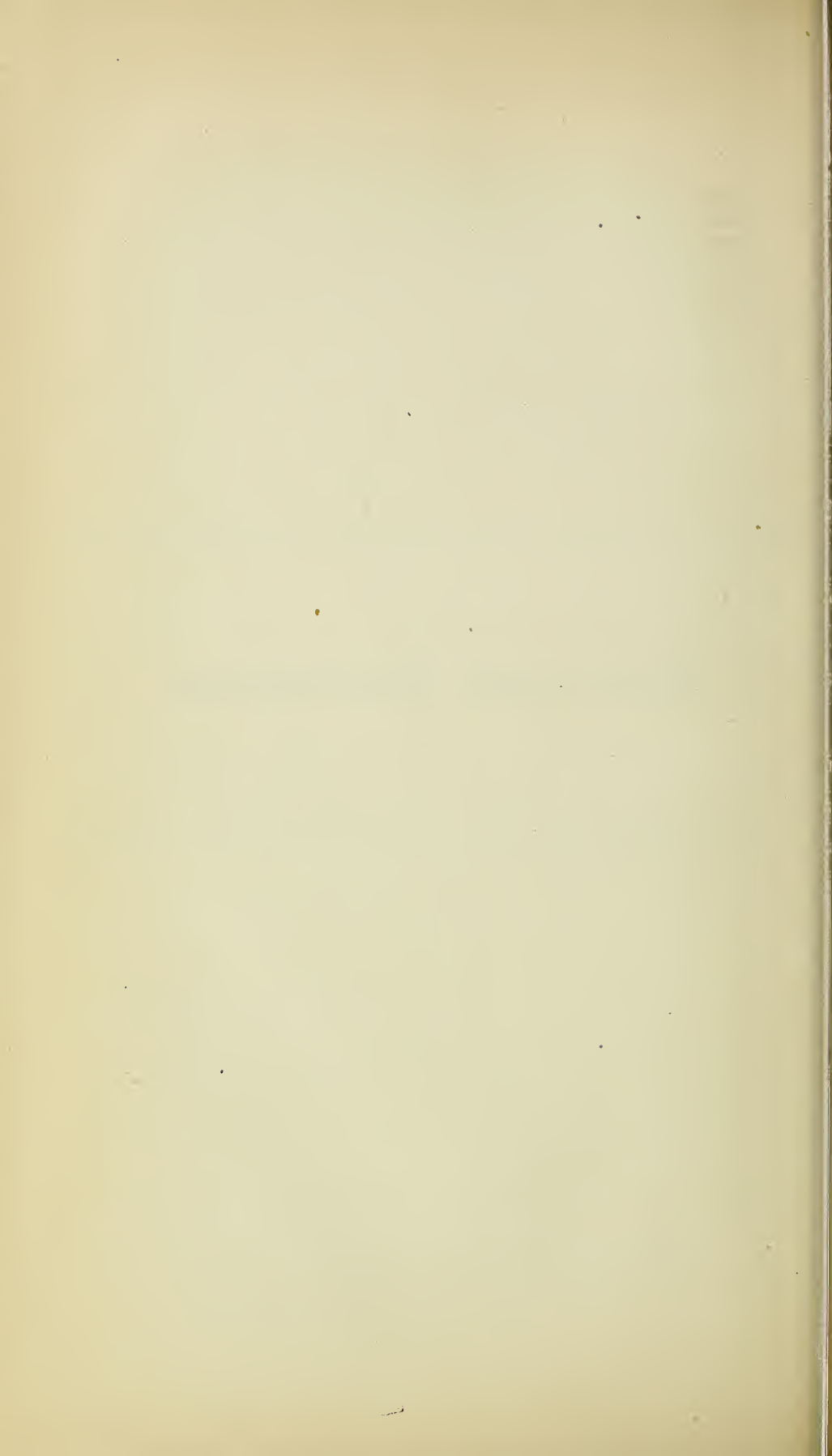
No officer or employee shall perform or be engaged upon work for private firms, companies, corporations, or institutions without the written consent of the Secretary first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves.

It is hereby ordered that before transmitting to the Secretary for his consideration the written application of an employee or officer for permission to engage in or continue any nonofficial occupation, the chief of the bureau, division, or office shall indorse upon said application his recommendation in the premises, whether of approval or disapproval.

JAMES WILSON, *Secretary*.



Rules and Regulations



FISCAL REGULATIONS

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., June 15, 1904.

The accompanying revised regulations are hereby approved, and, beginning with the 1st day of August, 1904, will supersede all prior rules, regulations, orders, and instructions in conflict therewith relating to the fiscal transactions of this Department.

JAMES WILSON, *Secretary.*

APPOINTMENTS—SERVICES—SALARIES

REGULATION 1. To every person entering the public service in the Department of Agriculture, except in the cases hereinafter mentioned, a written appointment will be issued, describing in general terms the character of the service to be performed by, and specifying the rate of compensation to be paid to, the person so appointed.

REGULATION 2. Letters of authority will be issued when necessary covering the employment of persons outside of the District of Columbia during periods not exceeding thirty days. In such cases formal appointments will not be made. Officials in charge of field parties may, if properly authorized, employ laborers, cooks, drivers, and other minor assistants for service in the field during an entire field season. Such employees will not be commissioned.

REGULATION 3. Persons holding positions in other Departments, or officially connected with any other branch of the Government service, can not be employed in any capacity, even temporarily, in the Department of Agriculture.

REGULATION 4. Every appointee will be required to take an oath of office. An employee holding a statutory position must take the oath of office before entering upon his duties. In every case in which the issue of a new appointment becomes necessary a new oath will be required, unless otherwise directed in the appointment. This oath of office may be taken before any officer having an official seal, with authority to administer oaths either under United States statutes or local municipal law, and it must be properly certified under the hand and seal of such officer.

REGULATION 5. On the death of an employee, salary to and including the entire day on which the death occurred will be paid to the legal representative of the deceased. When an employee's connection with the Department is severed by resignation or dismissal, his salary will be computed to cover the date on which such resignation or dismissal takes effect.

REGULATION 6. Neither salary nor other emoluments shall be paid to any employee until the required oath of office shall have been filed with the appointment clerk of the Department, nor until the appointee shall have reported for duty according to his instructions. If a specific date is named upon which the appointment is to take effect, salary will not begin until that date, notwithstanding the oath may have been taken earlier.

REGULATION 7. Final settlements will not be made with persons severing their connection with the service who have been responsible in any way for public property, until evidence shall have been furnished the Division of Accounts showing that the same has been satisfactorily accounted for to the proper officer.

REGULATION 8. All officers, agents, and other employees of this Department are positively forbidden to make a purchase, to give an order for supplies of any kind, or to incur any expense whatever in connection with the public business without first having obtained a formal written order, requisition, or letter of authorization, signed by the Secretary or other official delegated by him, except in cases of extreme necessity, in which the public property might otherwise be subjected to great danger of loss or damage, or in which the public interests might be liable to suffer serious injury from the delay involved in procuring prior authorization.

REGULATION 9. All requisitions must be countersigned by the Chief or Assistant Chief of the Division of Accounts before being sent to dealers. All letters of authority will be drawn in the Division of Accounts. Memoranda should be furnished to that Division setting forth in reasonable detail the character, purpose, and amount of each contemplated expenditure for which authority is desired. Every application for a letter authorizing travel must state specifically the character of the business to be transacted and for which the travel is to be performed. Such vague phrases as "on official business," "on business connected with," etc., do not afford data sufficient to determine whether the expenses of the contemplated travel are legally chargeable to the appropriation named in the memoranda.

REGULATION 10. In all cases, when practicable, supplies must be procured upon contracts to be made after advertising for proposals, as required by law. The only exceptions to this requirement occur when the exigencies of the service necessitate immediate delivery, and in cases where competition is not possible. Competition must be secured in every case when practicable. The Chief and Assistant Chief of the Division of Accounts will, before passing upon a proposed expenditure, require evidence showing that the law and the regulations requiring competition have been complied with in every particular.

REGULATION 11. Whenever it shall be found necessary in the Department at Washington, after the contracts for annual supplies have been awarded, to use articles not embraced in any such contract, and when the estimated cost of such articles shall amount to \$1,500 or more, new advertisements should be prepared for publication in newspapers in the usual manner and form. When supplies shall be required, the aggregate cost of which shall be estimated at less than \$1,500, advertisement may be made by letters prepared on blank forms provided for that specific purpose inviting proposals, such let-

ters to be mailed or otherwise delivered to a reasonable number of responsible dealers in the goods required. Articles not provided for in any existing contracts, if required for immediate use; if of a special kind, patented articles for instance, and not procurable except from a single source; or if of an estimated value so small as to render advertising for proposals impracticable, may be purchased in open market at the lowest obtainable prices. In every such case, however, the application for a requisition or letter of authorization must state in specific language the character of the exigency that renders the procuring of bids impracticable. The exigency must be stated in writing before the purchase is made. In all cases where an intended purchase is to involve an expenditure of \$50 or more, and it is found to be impossible or impracticable to obtain competitive bids, the following principles should be embodied in an exigency statement, to accompany the application for a purchasing requisition or to be made in explanation of a purchase without competition under a letter of authority, the statement in the latter case to accompany the account:

First. It must be clearly stated and shown that the article, services, or supplies are needed for immediate use, and that the delay necessary for the purpose of obtaining bids would prove injurious to the interests of the Government; and,

Second. It must be clearly stated and shown to the satisfaction of the Division of Accounts that the particular article, services, or supplies are the only kind that can be used for the purpose for which they are intended or can only be procured from the person on whom the requisition is drawn; and,

Third. In all cases the statement must be made that the price set forth is the lowest obtainable, is just and reasonable, and was ascertained by correspondence or personal investigation.

All purchases of materials for the furnishing of which contracts have been awarded must be made from the contractors, even if such materials can be procured elsewhere at lower prices than those specified in the contract.

REGULATION 12. Before incurring any expense for traveling upon the business of the Department an officer or employee must be furnished with specific written authority to perform the particular journey or journeys to which such expenses relate, which authority must be issued by the Secretary of Agriculture (except in the case of employees of the Weather Bureau, who will receive letters of authorization from the Chief of that Bureau). In the absence of such authority no claim for reimbursement of traveling expenses will be allowed, except in cases of actual and extreme emergency.

All travel performed upon Department business must be by the shortest practicable routes and without any unusual or unnecessary delays. Proper and legitimate traveling expenses are those "usual and essential to the comfort of travelers," and may embrace any one or more of the following items of expenditures, viz:

First-class fares upon railroads, steamboats, stage coaches, and other public modes of conveyance. Charges for "extra baggage" will not be allowed, except in cases where the extra weight consists of public property, or private property to be used for public purposes.

Special conveyance, such as livery, the hire of a boat or a bicycle,

when no public or regular means of transportation are available. Officials in charge of field parties may, when duly authorized, hire horses, drivers, and other necessary camp assistants, or in special cases they may also purchase camp outfits and subsistence supplies.

Street car, transfer coach, and omnibus fares and transfer of baggage between depots and hotels; the checking of baggage at depots, and fees to porters at depots. For transfer coach and omnibus fares and for transfer of baggage, not to exceed 50 cents, will be allowed, and payment in excess thereof must be explained in writing to the satisfaction of the Chief or Assistant Chief of the Division of Accounts. Customary fees to stewards on ocean steamships, not in excess of \$5 in the aggregate, will be allowed. When public conveyances are not available or do not serve the purposes of travel, moderate and necessary cab hire may be paid at the legal local rates.

Sleeping-car fares (one double berth) when the travel includes a run of three hours or more after 10 o'clock p. m., and in such cases fees to sleeping-car porters not to exceed 25 cents for any one night; provided that when the travel is twenty-four hours or less on one car the charge shall not exceed 25 cents for the period on one car.

Parlor-car fare (one seat) and the usual fees to porters, not exceeding 10 cents each day.

Customary stateroom accommodations when traveling by steamer or other vessel, either by night or day, and the customary fees for handling baggage.

Customary charges for meals and lodging, provided the total cost of the same for any one day of twenty-four hours shall not exceed \$5, which may include bath, if desired. A charge for lodging at a hotel and a charge for a berth in a sleeper for the same night may be allowed only when accompanied by a definite statement of necessity. An employee assigned to permanent duty at a new station will be allowed lodging and subsistence for one full day after reaching his destination. A person charged with temporary duty in one locality will be allowed lodging and subsistence, but not street-car fares or other traveling expenses herein enumerated, during the entire period of such employment, not to exceed thirty days, unless it be otherwise provided in the letter of authorization (except in case of the Weather Bureau employees, who are especially provided for in this respect by circular from that Bureau of December 1, 1899).

Ferriage, tolls, feed and stabling of horses, and the subsistence and lodging of a driver when transportation is hired; also charges for telephone and telegraph messages relating to the business for which the travel is being performed.

Reasonable expenses for laundry not to exceed \$1.25 a week when the travel extends beyond one full week.

A notarial fee when the account contains a total of more than \$2 not supported by subvouchers. One notarial fee only will be allowed, however, for each sworn account made up in duplicate. If there be no officer qualified to administer oaths within reasonable distance, a certificate upon honor may be substituted for the affidavit, but the reason for such substitution must be fully set forth in writing and presented with the account.

JURAT FEES

Table showing the fees legally chargeable for administering oaths in the several States and Territories, revised to June 15, 1904:

Alabama.....	\$0.50	New York.....	\$0.25
Arizona.....	.50	North Carolina.....	.50
Arkansas.....	.50	North Dakota.....	.25
California.....	.50	Ohio.....	.40
Colorado.....	.25	Oklahoma.....	.25
Connecticut.....	.10	Oregon.....	1.00
Delaware.....	.50	Pennsylvania:	
District of Columbia.....	.50	Allegheny County.....	1.00
Florida.....	.50	Blair County.....	.37
Georgia.....	.50	Center County.....	.37
Hawaii.....	^a .25	Lycoming County.....	.37
Idaho.....	.25	Montour County.....	.37
Illinois.....	.25	Snyder County.....	.37
Indiana.....	.50	Westmoreland County.....	.37
Iowa.....	.25	Wyoming County.....	.37
Kansas.....	.25	City of Philadelphia.....	.37
Kentucky.....	.20	York County.....	.31
Louisiana.....	.75	Remainder of State.....	.25
Maine.....	.25	Philippines.....	^a .25
Maryland.....	.62	Rhode Island.....	.50
Massachusetts.....	.25	South Carolina.....	.50
Michigan.....	.25	South Dakota.....	.25
Minnesota.....	.25	Tennessee.....	.50
Mississippi.....	.50	Texas.....	.25
Missouri.....	.50	Utah.....	.50
Montana.....	.50	Vermont.....	.25
Nebraska.....	.25	Virginia.....	.25
Nevada.....	.55	Washington.....	.50
New Hampshire.....	.25	West Virginia.....	.25
New Jersey.....	.32	Wisconsin.....	.12
New Mexico.....	.50	Wyoming.....	.50

For administering an oath any clerk of any circuit or district court of the United States may charge a fee of 10 cents, and for affixing the seal of the court he may charge 20 cents. Total for administering oath and affixing seal, 30 cents.

Emergency expenditures not enumerated in any of the aforementioned classes, such, for instance, as the employment of guides when traveling in sparsely settled regions, the payment of extra fare on limited trains when delay would injuriously affect the public interests, etc. In all such cases, however, the nature of the exigency must be clearly set forth in writing, either in the account for reimbursement or in separate letters attached thereto.

REGULATION 13. Officers in charge of stations will be provided with written authorizations to incur such expenses as may be necessary to the proper and efficient transaction of the business with which they may be charged.

The phrase "station expenses" will be construed to embrace, unless otherwise specifically limited in the letters of authorization, any or all of the following items of expenditure, viz:

- (1) Express charges on public property, freight, drayage, etc.
- (2) Postage on foreign official correspondence.
- (3) Gas, electric lights, fuel, ice, soap, towels and washing same, matches, brooms, water, ink, mucilage, and janitor service.

^a Mexican.

- (4) Necessary repairs to public property.
- (5) Telegraphic messages on official business.
- (6) Such articles of stationery as may be actually needed and are not furnished directly from the Department.

In special cases letters of authorization will be issued to cover office rent, the rental of telephone, post-office box rent, street car and suburban railroad fares, ferriage, the purchase of furniture, storage charges, electric power, and such other expenses as may be found necessary and proper, but such authorization must be construed literally.

REGULATION 14. Shipments coming from or destined to points beyond the Atlantic Ocean should be consigned "In care U. S. Dispatch Agent, No. 277 Broadway, New York, N. Y.," and that official should be promptly notified of the shipment and carefully instructed as to the further disposition of the property.

Goods for shipment, whether by ordinary freight or by express, should be securely packed, and all packages should be plainly marked with the name and address of the consignee, and, in addition thereto, the words "Property of the U. S."

Property should never be shipped by express if ordinary freight service will answer the needs of the Department. Express charges on property sent from, or consigned to, the Department at Washington, D. C., should not be paid by the person sending or receiving the property. The express companies will include such shipments in their monthly bills.

REGULATION 15. It is provided by law that no cash payments shall be made to certain bond-aided railroad companies for freight or passenger transportation over their respective lines. It is therefore directed that all persons authorized to travel upon the business of this Department over the lines of any bond-aided railroad shall be provided with transportation requests, to be presented to the proper railroad officials in exchange for any regular passenger tickets. This prohibition does not, however, relate to the payment of sleeping-car or parlor-car expenses, or to extra fares upon limited trains.

Inasmuch as transportation requests are readily accepted by all railroad companies, their use is strongly recommended for all travel upon Department business for distances of 100 miles or more. They will be furnished, upon application, to all persons authorized to travel upon the public business. Transportation requests will be prepared in the Division of Accounts, based upon letters authorizing travel.

The bond-aided railroads above referred to are enumerated and described as follows: First. The Central Pacific Railroad, from Ogden, Utah, to San Jose, Cal., via Niles, 865.66 miles. (This road is now operated by the Southern Pacific Company.) Second. The Central Branch Union Pacific Railway System, from Atchison to Waterville, Kans., 100 miles.

Unused transportation requests must be returned to the Division of Accounts immediately upon the expiration of the time for which they were issued.

TELEGRAMS AND TELEPHONE MESSAGES

REGULATION 16. The telegraph must be used sparingly, and only when the delay in using the mail would be injurious to the public interests. Care should be taken to omit all unnecessary words. In a message from one official or employee to another titles should not be used, and in a great many cases the names of the parties in both address and signature may be limited to single words. Numbers should be expressed in words, not in figures.

All telegraph messages relating to the business of the Department should be indorsed "U. S. official business." Messages sent from or to the Department at Washington should not be paid for by the persons sending or receiving the same, except in cases where payment is demanded as a condition to the transmission or delivery of the messages, but should have the additional words "Charge Department of Agriculture" written or stamped upon the face thereof, and the agent, operator, or messenger should be directed to have the same charged in the company's monthly bill.

Telegrams making application for leaves of absence, or extension of leave, or inquiry whether leave has been granted, also inquiries in regard to salary, unless salary is actually needed in carrying out traveling instructions, or the replies made thereto by telegraph, are not public dispatches and payment therefor is not authorized.

The rates for transmission of official messages, except those for the Weather Bureau, over the principal telegraph lines in the United States, are fixed annually by the Postmaster-General, and all payments in excess of those rates will be at the expense of the persons making the payments.

Schedule of rates for Government telegrams.

Number of words.	Day messages.					Night messages.	
	1,000 miles.	1,500 miles.	2,000 miles.	2,500 miles.	3,000 miles or more.	2,000 miles.	Over 2,000 miles.
20.....	\$0.20	\$0.25	\$0.30	\$0.35	\$0.40	\$0.15	\$0.25
40.....	.40	.50	.60	.70	.80	.35	.45
60.....	.60	.75	.90	1.05	1.20	.55	.65
80.....	.80	1.00	1.20	1.40	1.60	.75	.85
100.....	1.00	1.25	1.50	1.75	2.00	.95	1.05
200.....	2.00	2.50	3.00	3.50	4.00	1.95	2.05
300.....	3.00	3.75	4.50	5.25	6.00	2.95	3.05
400.....	4.00	5.00	6.00	7.00	8.00	3.95	4.05
500.....	5.00	6.25	7.50	8.75	10.00	4.95	5.05
1.....	.01	.01	.02	.02	.02	.01	.01
2.....	.02	.03	.03	.04	.04	.02	.02
3.....	.03	.04	.05	.05	.06	.03	.03
4.....	.04	.05	.06	.07	.08	.04	.04
5.....	.05	.06	.08	.09	.10	.05	.05
6.....	.06	.08	.09	.11	.12	.06	.06
7.....	.07	.09	.11	.12	.14	.07	.07
8.....	.08	.10	.12	.14	.16	.08	.08
9.....	.09	.11	.14	.16	.18	.09	.09
10.....	.10	.13	.15	.18	.20	.10	.10
11.....	.11	.14	.17	.19	.22	.11	.11
12.....	.12	.15	.18	.21	.24	.12	.12
13.....	.13	.16	.20	.23	.26	.13	.13
14.....	.14	.18	.21	.25	.28	.14	.14
15.....	.15	.19	.23	.26	.30	.15	.15
16.....	.16	.20	.24	.28	.32	.16	.16
17.....	.17	.21	.26	.30	.34	.17	.17
18.....	.18	.23	.27	.32	.36	.18	.18
19.....	.19	.24	.29	.33	.38	.19	.19

When telephone service, either local or long distance, is found to be cheaper than telegraphic service, the telephone should be preferred, but neither should be employed unless the exigencies of the service require a speedier mode of communication than the mails afford.

REGULATION 17. Persons having claims against the Department for services rendered, for expenses incurred, or for supplies furnished should, unless otherwise directed, present their accounts monthly, carefully prepared and receipted in duplicate, upon forms provided by the Department for that purpose. Accounts for services rendered in the months of June and July must not be stated on the same voucher. Blank forms have been prepared, consisting of two general classes, or series, as follows:

First series: For the use of employees in rendering their accounts for services performed and for reimbursement of expenses incurred in the execution of their official duties.

Second series: For use of persons not officially connected with the Department.

FIRST SERIES.

Form No. 0.—For services—Department pay rolls.

Form No. 1.—For services—station pay rolls.

Form No. 2.—For services—substation pay rolls.

Form No. 2a.—Subvouchers—individual receipts.

Form No. 3.—For service—by one person.

Form No. 4.—For reimbursement of traveling and field expenses.

Form No. 4a.—Subvoucher for meals and lodging.

Form No. 4b.—Subvoucher for special conveyances and miscellaneous expenses.

Form No. 4c.—Memorandum of travel performed on transportation requests.

Form No. 5.—For reimbursement of station expenses.

Form No. 5a.—Subvoucher for all expenses at station.

SECOND SERIES.

Form A.—For supplies furnished, services rendered, etc.

Form B.—For rent of land, buildings, or rooms.

Form C.—For transportation of passengers. Transportation requests as subvouchers.

Form D.—For transportation of freight.

Form E.—For telegraphic service. Messages as subvouchers.

Form F.—For publication of advertisements.

Form G.—For fuel supplies in the District of Columbia.

REGULATION 18. All accounts for services must contain the following data:

The date of appointment under which service is rendered must be given. In case of promotion or reduction in grade, involving a change in rate of compensation, reference should be made to both appointments. In case of transfer from one bureau or division to another, involving a change of official title or a change of duties, and necessitating payments from different appropriations, separate accounts should be made.

The exact period of service should be stated with inclusive dates. If the salary be at an annual or monthly rate, Sundays will be included in the period of service, but "per diem" employees will only be paid for days actually employed. Per diem employees are, however, entitled to receive pay without rendering service for legal holidays, viz, January 1, February 22, May 30, July 4, Labor Day (first Monday of September), Thanksgiving Day, and December 25, when these dates do not fall on Sundays. Employees whose appointments read that compensation will be made at a per diem rate "for days actually employed" are not entitled to compensation for legal holidays unless service be performed on those days.

The correctness of every service voucher as to the period of service and the actual performance thereof must be established by the certificate of the head of bureau, chief clerk, chief of division, superintendent, foreman, or other person having supervision of the service therein set forth.

REGULATION 19. Every claim for reimbursement of expenses incurred in traveling upon Department business or on field duty must be prepared on Form No. 4, in accordance with the following requirements:

Reference should be made to the letter of authorization under which the travel or field work has been performed, naming starting point and destination. When a particular route has been designated in the instructions the account must contain data showing that the directions relative thereto have been followed.

When travel west of the Mississippi River is performed by rail, the names of all railroads traveled upon must be stated, by initials, in the reimbursement account.

Receipted subvouchers must invariably be taken for lodging, the hire of special transportation, supplies exceeding \$1 in amount, all personal services, express and freight charges, and, when possible, for telegraph messages. Copies of telegrams will, however, be accepted as subvouchers and must be furnished in all cases. Hotel subvouchers should state the beginning, the ending, and the full period of service, and the rate per day or week. The "day" shall be considered as beginning with breakfast and ending with lodging. Livery bills should describe the "rigs" hired, as "one horse and buggy," "two horses and wagon, with driver," etc., giving distances traveled or time employed, and rate per day or hour.

All receipts should have the title of the person signing them written after the signatures, and signatures must not be abbreviated. Names imprinted with stamps, without signatures, are valueless. Any erasure in the amount or rate in any subvoucher will invalidate it. Any alteration in the amount, rate, or original language in any subvoucher must be made by running a pen through and writing the correction above the same.

All subvouchers for field expenses should be fully itemized, showing the number of articles of each kind, with price thereof, or rate; also, every subvoucher for payment for services must show how the services were applied.

Every voucher for reimbursement of traveling expenses must be accompanied by a memorandum, Form No. 4c, showing what portion of the travel has been performed upon transportation requests.

When no requests have been used, a blank form, properly signed, should be filed with the voucher. Only cash expenditures will be reimbursed. If travel be performed on "passes," "press tickets," etc., no charge therefor may be included in any reimbursement account.

REGULATION 20. Every account for reimbursement of station expenses should be prepared upon Form No. 5, except where a travel account is also to be presented; if so, the station expenses are merely incidental, and the entire expense may be stated on Form No. 4. Each account must conform to the following requirements, viz:

An emergency expenditure—that is, an expense incurred in the absence of previous authority must be supported by written evidence showing that the expenditure was actually necessary to the protection of public interests or the preservation of public property.

The signature to a subvoucher from a corporation should consist of the corporate name of the company, the proper autograph signature of one of its officers, and the title of his office; and a firm name, if written by a member of the firm, should be without qualifying terms. When a subvoucher is signed by any person other than a member of the firm or the proprietor, the title of such person should follow the signature.

Expenditures should be stated in chronological order, and with reference by numbers to the subvoucher attached. When localities are mentioned the States must be named also.

REGULATION 21. Every bill for supplies furnished or for services rendered by any person or persons not officially connected with the Department, or by any firm or corporation, should be prepared upon Form A, in the name of the individual, firm, or corporation to whom payment is legally due. If supplies be furnished, or if service be performed under any contract or formal agreement in writing, the items of the account should be so described as to make comparison with the contract easy and certain. Every such bill should be fully itemized, and the date of each item thereof should correspond with the date of actual delivery or performance. Every such voucher must be supported by the certificate of an officer of the Department, setting forth actual delivery of the supplies and actual performance of the services charged for, and naming the uses to which such supplies and services are applicable.

An account for the rent of land, buildings, or rooms should be prepared upon Form B, and should contain a concise description of the premises rented, a statement of the period (with inclusive dates) for which payment of rent is claimed, and a specific reference to the lease, contract, or other written agreement upon which the claim is based. If no lease or formal agreement of any kind be involved, reference should be made to the letter of authorization under which the expense has been incurred. If the premises be held under a lease the voucher should be prepared in the name of the lessor, whether such lessor be the owner or the agent for the owner. If there be no lease, the voucher should be made up in the name of the owner, whether individual, firm, or corporation. The correctness of a rent account must be established by the certificate of a Department officer cognizant of the facts in the case, setting forth the use or uses made of the premises during the period for which charge is made.

REGULATION 22. A passenger transportation account, Form C, should be made out in the name of the corporation issuing the tickets upon which the travel charged for was performed, and must be accompanied by the transportation requests taken in exchange for such tickets. For each transportation request there should be a separate item of account, giving the request number, starting point and destination, amount of fare charged, and the date, which should be the date of the issuance of the ticket in exchange for the transportation request. The correctness of the rates charged should be established by the certificate of a competent official of the railroad company.

In case the agent of any railroad company refuses to accept a transportation request for a ticket the fact should be reported to the disbursing office of the Department.

REGULATION 23. Bills for telegraphic service rendered this Department, Form E, should give the date or period of service, with the number of messages and number of words therein, with points of transmission and delivery, and the rates charged therefor. Either the original messages or copies thereof must be filed in support of the vouchers, except for ocean cable service. The correctness of an account must be established by the certificate of an officer of the Department cognizant of the facts in the case.

THE USE OF APPROPRIATIONS

REGULATION 24. In order that the Division of Accounts may be enabled to determine with certainty the appropriation from which an account is properly and legally payable, the use to which the supplies (or services) have been or will be applied must be succinctly and accurately stated by the certifying official, and such statement should be so worded as to fully subserve the purpose herein set forth.

SIGNATURES TO RECEIPTS

REGULATION 25. Every account must be receipted before it can be paid. It is very important that the signature to every receipt should conform strictly to the following requirements:

An account prepared in the name of an individual must be receipted by the individual himself. A signature by mark must be attested by one disinterested witness, whose post-office address must be given.

A receipt signed by an agent or attorney will be accepted, but payment of an account so receipted will be made by check drawn to the order of the principal.

REGULATION 26. Accounts must be written and receipted in ink. Subvouchers should be written and receipted in ink when practicable.

REGULATION 27. Before entering upon a leave of absence involving the last day of any month an employee must sign the pay roll. This does not refer to field employees who are paid upon vouchers.

REGULATION 28. Accounts due to deceased persons and payable to executors, administrators, or guardians, and accounts in favor of trustees, or other fiduciaries, must be accompanied by certified copies, under seal, of letters testamentary, of administration, of guardianship, of trusteeship, or other evidence of a fiduciary character. However, an account for wages not exceeding \$100 due to the estate of a deceased employee for whom no letters testamentary

have been or will be issued, may be paid to the widow or other legal representative upon satisfactory evidence, under oath, as to the relationship of the payee to the deceased, and as to the condition of the estate.

Accounts must contain no credits on account of the exchange or return of public property of any kind. Such property, when disposed of, must be sold for cash and the proceeds deposited according to law.

REGULATION 29. Orders for salary will not be honored except in cases where the employees giving the orders are absent on account of illness, annual leave, or official business.

No order for salary will be honored when in the nature of an assignment or the making over of salary to another for value received.

SALARY TABLES

A person serving the whole of February, a twenty-eight-day month, shall receive the full monthly salary, or the one-twelfth of the annual salary.

A person appointed on the 31st day of a month will receive no salary or compensation for said day's service, if the full salary has been earned by his predecessors.

A person serving from the 1st to and including the 15th day of February will receive the fifteen-thirtieths of a month's salary.

A person succeeding him on the 16th day of February and holding until and including the 28th day of February will receive thirteen-thirtieths of a month's salary, and in leap year fourteen-thirtieths, if he serves on the 29th.

RULES FOR THE DISPOSITION OF CORRESPONDENCE

JANUARY 20, 1894.

The correspondence of this Department shall be disposed of as follows:

1. *Disposition of incoming communications.*—Official correspondence originating outside of the Department should be addressed to the Secretary of Agriculture or to the Assistant Secretary of Agriculture, according to the circular of January 2, 1894, defining the duties of the Assistant Secretary. A table is appended showing the bureaus and divisions and the subjects belonging to each.

Return letters should be addressed to the Secretary or Assistant Secretary, as the case may be, with the name of the bureau or division in the upper left-hand corner. Such letters will be forwarded directly from the post-office to the bureau or division, to be attended to there. Correspondence bearing evidence that it is personal shall be sent unopened to the person addressed.

All other correspondence shall be delivered first to the private secretary. All communications pertaining to the administrative policy, general operations, and foreign, public, or external relations of the Department; proposals for new scientific or other work, applications for situations, and all matters involving expenditure of money not already authorized in writing by the Secretary, are reserved for the action of the Secretary or Assistant Secretary, and replies to letters of this character, as also to letters received from members of the Cabinet, governors of States, Senators and Representatives, and foreign governments and legations, will be signed by the Secretary or Assistant Secretary. Letters of this character reaching the bureaus or divisions through mistake or misdirection must be returned at once to the private secretary, who will refer all letters to the Secretary, Assistant Secretary, chief clerk, or to chiefs of bureaus and divisions, in accordance with their contents. All letters so referred shall first be duly recorded in a register to be kept by the private secretary for the purpose. Each letter shall then be stamped with the date of receipt and inclosed in a reference jacket and the proper officer duly charged with the same in the register. The jacket will show whether a complete letter in reply is called for or whether information only is to be supplied. In the latter case the information asked for shall be noted on the inside of the jacket. When the communication is referred to more than one person it will go to them in the order in which they are named on the outside of the jacket, and each will make his notes on the inside of the jacket, numbering each indorsement. In such cases a full reply will be prepared by the private secretary or some one appointed to do so.

Letters consisting simply of requests for seed or for the publications of the Department need not be jacketed. All requests for seed must be referred to the chief clerk and approved and attended to by him. Requests for publications will be disposed of as provided for in a special order relating to that subject.

2. *Preparation of outgoing communications.*—Chiefs of bureaus and divisions will see that the proper replies to communications thus referred to them are promptly prepared for the signature of the Secretary or Assistant Secretary, as the case may be. Such communications shall be initialed by the official responsible for the reply. Lengthy or technical replies shall be made in the form of a report, addressed to the Secretary or Assistant Secretary, accompanied by a letter for the signature of the one or the other, briefly summarizing, if possible, the contents of the report.

The original communication and accompanying papers shall be attached to the reply and returned to the private secretary. He will check them off, inserting the date of the reply in his book, and have the letters signed, copied, and mailed. The original letter, with jacket and accompanying papers, shall be filed in the Secretary's file room.

No official correspondence of any kind is to pass from an employee of a division without reference to the chief or acting chief.

(Signed)

J. STERLING MORTON,
Secretary.

REGULATIONS GOVERNING PROMOTIONS AND DEMOTIONS

DECEMBER 1, 1896.

The following regulations, having been duly promulgated by the honorable the U. S. Civil Service Commission and approved by the Secretary of Agriculture, will hereafter govern promotions, demotions, and continuance in office of employees in this Department, and they are accordingly published for the information of all concerned.

J. STERLING MORTON, *Secretary*.

OFFICE OF U. S. CIVIL SERVICE COMMISSION,
Washington, D. C., December 1, 1896.

In pursuance of the requirements of section 7 of "An act to regulate and improve the civil service of the United States," approved January 16, 1883, and in conformity with Rule XI of the revision of the civil-service rules promulgated by the President on the 6th day of May, 1896, the following regulations governing promotions in the departmental service of the Department of Agriculture have been formulated by the Civil Service Commission after consultation with the Secretary of Agriculture, and are hereby promulgated:

REGULATION I.

SECTION 1. All vacancies above those in the lowest class of any grade not filled by reinstatement, transfer, or reduction shall be filled by promotion: *Provided*, That if there is no person eligible for promotion, or if the vacant position requires the exercise of technical or professional knowledge, it may be filled through certification by the Civil Service Commission.

SEC. 2. Except as provided in section 1 of this regulation, a vacancy in any class shall be filled by the promotion of an eligible in the next lower class of the same bureau, division, or office. When such vacancy exists, the board of promotion review shall certify to the Secretary of Agriculture the names of the three eligibles in the bureau, division, or office having the highest records of efficiency, and from these names the Secretary of Agriculture shall make his selection: *Provided*, That if there shall be in the bureau less than three eligibles in the class next below that in which the vacancy exists, the board of promotion review shall certify as many in addition of the highest eligibles in the corresponding class of the other bureaus as may be necessary to make a full certification.

REGULATION II.

SECTION 1. No person shall be promoted to any grade from which he is barred by the age limitations prescribed by the civil-service rules.

SEC. 2. No person whose record of efficiency is below 85 per cent of the possible maximum rating of his class or grade shall be eligible for promotion.

SEC. 3. No person occupying a position below the grade of clerk-copyist shall be promoted to that grade until he shall have been employed two years in the departmental service and shall have passed, with an average percentage of 70 or over, the examination prescribed by the Commission.

REGULATION III.

SECTION 1. The chief clerk of each bureau, under the direction of the head thereof, shall keep a record of the efficiency of all employees under his supervision, and a similar record of employees not assigned to any bureau shall be kept by the chief clerk of the Department.

SEC. 2. The record of efficiency shall be kept on such forms as may be prescribed by the Commission after consultation with the Secretary of Agriculture, and shall embrace the elements which are essential to a fair and accurate determination of the relative merits of employees.

SEC. 3. A record of those eligible for promotion shall be kept by the board of promotion review. The board shall have access to efficiency records, and may at any time call for a transcript of the same.

SEC. 4. The efficiency reports, made by the chiefs of the several bureaus, divisions, and offices of the Department of Agriculture, respecting the value of the personal services in the Department of each person serving under them, and filed with the appointment clerk for the chief clerk of the Department, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department.

SEC. 5. The following shall be the form of efficiency report to be used in the Department of Agriculture:

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., 189 .

TO THE CHIEF OF THE.....:

You are directed to report upon the following-named person, as the questions herein propounded may require, and to file the report with the appointment clerk for the chief clerk.

J. STERLING MORTON, *Secretary*.

EFFICIENCY REPORT.

M.....is employed under your supervision. This person's salary is \$.....per annum.

Upon what character of work is this person generally employed? Is it clerical? Supervisory? Routine? Is it of a varied and exceptional character? Does it involve original thought, consideration, or investigation? If it is skilled labor, state the kind, and whether it is supervisory or routine. If it is that of messenger, watchman, charwoman, or mere laborer, state the fact.

How high on a scale of 10 do you rate the quality of this person's work?

How high on a scale of 10 do you rate the quantity of work per month done by this person?

How high on a scale of 10 do you rate the punctuality of this person?

How high on a scale of 10 do you rate the deportment of this person?

How many days absent from duty on account of sickness during the six months last past?

How many days absent from duty otherwise than on account of sickness during the six months last past? On account of annual leave? Without leave? Furloughed?

Does this person show, in your opinion, any special fitness for work of a higher intellectual character than that to which assigned?

Have you any further statement to make respecting this person? If so, make it here.....

(Signed)

No.

Chief of the.....

MEMORANDUM RESPECTING THIS PERSON, COMPILED FROM THE RECORDS OF THE DEPARTMENT.

First appointed....., 18 , at a salary of \$.....per annum.....

Classified civil-service record:

SEC. 6. An examination into the relative efficiency of employees, as shown by the efficiency record hereinbefore provided for, and such further tests as the Commission may deem necessary, shall constitute an examination for promotion from one class to another class. No person, except as herein provided, shall be eligible for promotion until he shall have passed such an examination.

SEC. 7. Examinations for promotion from one grade to another grade shall be conducted by the board of promotion examiners at such times as may be fixed by the Commission.

SEC. 8. Efficiency reports shall be called for by the chief clerk immediately before the termination of the first half of the fiscal year, and also immediately before the termination of the fiscal year, and may be called for at such other times as the interests of the Department seem to require.

JOHN R. PROCTER,
President Civil Service Commission.

Approved, December 1, 1896.

J. STERLING MORTON,
Secretary of Agriculture.

RULES AND REGULATIONS GOVERNING EMPLOYEES

DECEMBER 19, 1901.

1. Owing to the inflammability of the buildings and their contents, smoking is entirely prohibited in any building of the Department at all times.

2. The office hours of this Department shall be from 9 o'clock a. m. to 4 o'clock p. m., with an intermission of one-half hour for lunch between 12 m. and 12.30 p. m. each day. Whenever necessary for the dispatch of public business, extra hours of labor may be required from any or all employees, but such extra services shall be without additional pay.

3. Employees are not allowed to visit one another or to receive visitors during business hours, except on public business. The reading of newspapers, books, etc., not pertaining to official duties, during office hours, is a violation of well-established rules, and will not be permitted.

4. Each clerk or employee may, when his duties permit, be granted leave of absence, with pay, for not to exceed thirty days in any one calendar year, or, pro rata, two and one-half days for each month of service in said year.

Written application, directed to the chief clerk, must be made for all leaves of absence of one full day or more at any one time; such application to bear the indorsement of the immediate superior of the applicant, together with a memorandum of the number of days actually charged against the annual leave and sick leave of the applicant.

Absence in excess of thirty days in any one calendar year, except on account of personal sickness, will be without pay. In case of personal sickness, additional leave may be granted, with pay, the aggregate of such leave not to exceed thirty days in any one calendar year. Absence in excess of sixty days in any calendar year shall be without pay.

Personal sickness occurring during absence on leave will not be considered as absence on account of sickness.

5. Salaries will not be paid to employees of the Department in Washington who do not actually render service in the buildings or on the grounds of the Department. The superintendent of gardens and grounds, however, will regulate the service which is under his immediate supervision.

6. No employee will be permitted to enter any building of this Department before 8 o'clock a. m. or after 5 o'clock p. m., nor upon Sundays or legal holidays, without a written authorization bearing

the signature of the Secretary, Assistant Secretary, or chief clerk, unless specially detailed by the Secretary for extra services.

7. Persons having business to transact with any bureau or division must apply to the chief or assistant chief of such bureau or division or to the chief clerk.

8. No information in regard to transactions of an official character is to be communicated to anyone not connected with the public business.

9. No original paper shall be taken from the office in which it is filed, unless a receipt be given therefor, nor leave the custody of an officer of the Department under any circumstances; but, whenever necessary, the chief clerk may cause to be furnished a certified copy of an original.

10. The reports of deficient and delinquent clerks shall be made each month to the chief clerk of the Department by the heads of the several bureaus and divisions, and in cases where clerks having high salaries are less efficient than those performing the same grade of service and having lower salaries, the fact shall be reported.

11. Requisitions for supplies must be addressed to the chief clerk by the chief or assistant chief of the division requiring the same, and such requisitions, excepting those for supplies to be obtained from the stationery clerk, must state the estimated cost and the specific use to be made of the articles required. In the case of all requisitions, unused parts of the space intended for the insertion of items desired must be carefully canceled.

12. The property clerk must keep a complete record of all public property under the control of this Department and purchased from time to time, and make a semiannual report to the chief clerk of the property on hand and the disposition, after advertisement according to law, made of such as becomes unserviceable by use.

No Government property shall be taken from the Department except for use in the public service, and then only by permission of the chief clerk, who shall require that a receipt be taken, with a guarantee that the articles removed will be returned in good condition.

13. All contracts or letters of authority involving the expenditure of public money must be signed by the Secretary or Acting Secretary and placed on record in the Disbursing Office.

14. Canvassing, peddling, or soliciting contributions for any purpose whatsoever is strictly prohibited in this Department, unless duly authorized, in writing, by the Secretary. Should any party or parties visit any office or division without this authorization for the purpose of peddling or soliciting money or subscriptions, the chief or assistant in charge shall at once report the fact to the chief clerk.

15. Heads of bureaus and chiefs of divisions are directed to place these rules and regulations in a conspicuous place in each room of their divisions. The duty of reporting to the chief clerk any violation of these rules and regulations is enjoined upon the officers of the Department.

JAMES WILSON,
Secretary of Agriculture.

REGULATIONS GOVERNING APPOINTMENT OF MERE UNSKILLED LABORERS

In the exercise of power vested in the President by the Constitution and by section 1753 of the Revised Statutes, the following regulations governing appointment to positions of mere manual unskilled laborer under the Department of Agriculture in the District of Columbia, having been recommended by the Secretary of Agriculture and the Civil Service Commission, are hereby approved and promulgated, to be effective from and after July 2, 1902:

1. These regulations shall not have the effect of bringing positions of mere laborer within the provisions of the act of January 16, 1883, known as the civil-service act, or of the rules in pursuance thereof; but the system of appointments hereby established shall be separate and distinct from the classified service.

2. No person shall be appointed to, or employed in, any position of mere laborer under the Department of Agriculture in the District of Columbia except in accordance with these regulations.

3. The Secretary of Agriculture shall appoint a board of labor employment of not less than three members, who shall be officers or employees of the Department of Agriculture, and who shall be divided as nearly as practicable between different political parties.

4. Each applicant shall make application on a form prescribed by the board of labor employment and approved by the Civil Service Commission, showing his age, physical condition, and other qualifications for the performance of mere manual labor, as indicated by his past occupations. The form of application shall be accompanied by certificates, or vouchers, from three reputable citizens who have knowledge of and are competent to testify as to the applicant's character and qualifications for performing manual labor.

5. Political or religious affiliations of applicants shall not be given any consideration whatever, nor shall political indorsements be received or entertained.

6. Applications of persons over 65 years of age will not be considered, except of honorably discharged United States soldiers or sailors of the civil war or of the Spanish-American war and of those entitled to the benefits of section 1754, Revised Statutes.

7. Applications shall not be received from persons who are badly crippled or deformed, or from persons who are not citizens of the United States; applicants who claim citizenship through naturalization shall be required to submit to the board documentary proof of their naturalization.

8. Applications shall be received by the board of labor employment at any time. On the 1st of January and the 1st of July of each year the board shall determine the relative fitness of each applicant who has filed his application in complete form within the six months preceding; the rating or determination of relative fitness shall be made on a scale of 100 and based upon a careful consideration of the applicant's age, his physical qualifications for performing

mere manual labor, and his ability and adaptability to perform such labor, special consideration being given any former service as laborer in the Department. In rating an applicant no credit shall be given for any qualifications which he may possess other than those for the performance of manual labor, as above enumerated. The fact that an applicant can not read and write shall not be considered in determining his rating. Whenever in any case the board is unable to determine satisfactorily the rating of an applicant upon the information furnished in connection with the application, it may secure such further information as it may desire in respect to the applicant's character or ability, and may summon the applicant to appear personally before the board or its representative: *Provided*, That all information or matter which is given any consideration in determining the rating shall be reduced to writing and made a part of the applicant's papers. All applicants who receive a rating of 70 or more shall be deemed eligible. Whenever it may be necessary, in order to supply qualified persons for appointment, the board may at any time between January 1 and July 1 rate all applicants whose applications may be at such time on file and unrated.

9. As soon as the board has completed the rating of applicants for any period, as provided in section 8 of these regulations, it shall enter upon the register of eligibles the names of all those whom it has determined, in accordance with said section, to be eligible for the performance of mere manual labor, arranged in the order of relative fitness, with the highest first: *Provided*, That the names of eligibles who are entitled to preference under section 1754 of the Revised Statutes shall be placed at the head of the register in the order of their ratings. Separate registers of eligibles shall be kept, one for males and one for females. The period of eligibility shall be one year from the date on which the name of an eligible is entered on the register.

10. Whenever the Secretary of Agriculture desires to fill, by original appointment, an existing vacancy in the position of mere manual laborer, upon his request the board of labor employment shall certify to him from the male or female register, as indicated in the request, the three names at the head thereof which have not been three times certified. Of the three names certified the Secretary of Agriculture shall select one for appointment, and if, at the time of the selection, there are more vacancies than one, he may select more than one. The policy of the Department will be to select for appointment the highest of three names certified, unless, for some reason satisfactory to the Department, it is deemed best to select one of the others. A person selected for appointment shall receive a certificate for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the Secretary of Agriculture, his retention in the service shall be equivalent to his absolute appointment; but if his conduct or capacity be not satisfactory, he shall be notified that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service. Removal during the probationary period or after absolute appointment shall be made without any regard to political or religious affiliations. Whenever a person is separated from the position of mere manual laborer for any reason, he shall be given what may be known as a separation card, upon which shall be entered a statement of the reasons for his separation and of the character of service rendered by him.

11. Persons appointed through certification by the board of labor employment under these regulations shall not be assigned to the performance of any clerical duty or of any duty properly belonging to any position classified under the civil-service law; and the compensation paid to any person appointed under these regulations shall not exceed \$50 per month or \$600 per annum.

12. The records of the board of labor employment shall at all times be open to the inspection of the Civil Service Commission or its authorized representatives.

13. In connection with his monthly report of changes to the Commission the Secretary of Agriculture shall certify whether any person holding a position of mere manual laborer under these regulations has been assigned to clerical duty or any other duty properly belonging to a position classified under the civil-service law.

14. The Civil Service Commission, whenever it shall find that any person is holding a position contrary to the provisions of these regulations, shall, after notice to the person affected and an opportunity for explanation or other statement, certify information of the fact of such irregularity to the Secretary of Agriculture, and then if such person be not dismissed within thirty days, to the disbursing and auditing officers through whom the salary or wages of such person is by law required to be paid; and thereafter such disbursing or auditing officers shall not pay or permit to be paid to such person any salary or wages which accrue after such certificate has been received by him.

15. These regulations may be amended either by the President or by the concurrent action of the Secretary of Agriculture and the Civil Service Commission.

THEODORE ROOSEVELT,
President.

JAMES WILSON,
Secretary of Agriculture.

JULY 2, 1902.

REGULATION 9 AMENDED.

Section 9 of the regulations governing appointment to positions of mere unskilled laborer under the Department of Agriculture in the District of Columbia is hereby amended by inserting after the word "males" the words "between the ages of fourteen and twenty-one years, and one for males between the ages of twenty-one and sixty-five years," and add after the word "females" the following words: "Between the ages of fourteen and twenty-one years, and one for females between the ages of twenty-one and sixty-five years," so that the section will read as follows when so amended:

"9. As soon as the board has completed the ratings of applicants for any period, as provided in section 8 of these regulations, it shall enter upon the register of eligibles the names of all those whom it has determined, in accordance with said section, to be eligible for the performance of mere manual labor, arranged in the order of relative fitness, with the highest first: *Provided*, That the names of eligibles who are entitled to preference under section 1754 of the Revised Statutes shall be placed at the head of the register in the order of their ratings. Separate registers shall be kept—one for males between the ages of fourteen and twenty-one years, and one for males

between the ages of twenty-one and sixty-five years, and one for females between the ages of fourteen and twenty-one years, and one for females between the ages of twenty-one and sixty-five years. The period of eligibility shall be one year from the dates on which the name of an eligible is entered on the register."

(Signed) JAMES WILSON,
Secretary of Agriculture.

(Signed) W. D. FOULKE,
Acting President U. S. Civil Service Commission.

AUGUST 29, 1902.

REGULATION 10 AMENDED.

Section 10 of the regulations governing appointment to positions of mere unskilled laborer under the Department of Agriculture in the District of Columbia is hereby amended by adding after the words "Whenever the Secretary of Agriculture desires to fill, by original appointment, an existing vacancy in the position of mere manual laborer," the following words, "in some specified bureau, division, or office;" and by adding, after the words "upon his request the board of labor employment shall certify to him from the male or female registers, as indicated in the request, the three names at the head thereof which have not been three times certified" the words "to such specified bureau, division, or office;" so that the section, as amended, shall read as follows:

"10. Whenever the Secretary of Agriculture desires to fill, by original appointment, an existing vacancy in the position of mere manual laborer in some specified bureau, division, or office, upon his request the board of labor employment shall certify to him from the male or female registers, as indicated in the request, the three names at the head thereof which have not been three times certified to such specified bureau, division, or office. Of the three names certified the Secretary of Agriculture shall select one for appointment, and if, at the time of the selection, there are more vacancies than one, he may select more than one. The policy of the Department will be to select for appointment the highest of the three names certified, unless, for some reason satisfactory to the Department, it is deemed best to select one of the others. A person selected for appointment shall receive a certificate for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the Secretary of Agriculture, his retention in the service shall be equivalent to his absolute appointment; but if his conduct or capacity be not satisfactory, he shall be notified that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service. Removal during the probationary period or after absolute appointment shall be made without any regard to political or religious affiliations. Whenever a person is separated from the position of mere manual laborer for any reason, he shall be given what may be known as a separation card, upon which shall be entered a statement of the reasons for his separation and of the character of service rendered by him."

(Signed) JAMES WILSON,
Secretary of Agriculture.

(Signed) WM. D. FOULKE,
Acting President U. S. Civil Service Commission.

MARCH 31, 1903.

REGULATIONS GOVERNING LEAVES OF ABSENCE

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE CHIEF CLERK,
Washington, D. C., December 16, 1903.

GENERAL ORDER 74.

The following regulations, hereby promulgated by order of the Secretary of Agriculture for the information and guidance of the officers, clerks, and other employees of this Department in the District of Columbia and elsewhere, will go into effect January 1, 1904, superseding all prior rules, regulations, and orders in conflict therewith.

Attention is invited to the fact that under the law the only officials who are empowered to grant leaves of absence are the heads of the several Executive Departments (30 Stat. L., 10, 316, and 653; 31 Stat. L., 202; and 32 Stat. L., 295). Chiefs of bureaus, divisions, and minor offices should not, therefore, exercise authority in such matters, except under specific instructions from the Secretary of Agriculture, as set forth in these regulations.

The entire object of these regulations is to bring about uniform and harmonious action in the Department with respect to granting leaves of absence. No leaves of absence will be granted without the approval of the chiefs of bureaus and divisions, and the concurrence of the chief clerk, who, under the direction of the Secretary, is charged with the duty of keeping all the records in the matter and seeing that the law governing such questions is complied with.

S. R. BURCH, *Chief Clerk.*

REGULATIONS

APPLICABLE TO THE DISTRICT OF COLUMBIA.

1. Any persons in the service of the United States Department of Agriculture stationed in the District of Columbia who may desire to be absent from their official duties for one full day, or for any longer period, will be required to file with their chief (or if not attached to any bureau, division, or office, then with the chief clerk of the Department) a written application for leave to be so absent, which application must be prepared upon a blank form provided for that purpose. These blanks will be furnished from the office of the chief clerk of the Department to the chief clerks of the several bureaus, to chiefs of divisions and offices, and to unattached officers, clerks, and employees.
2. Every application for leave of absence must specify the beginning and the ending (both dates inclusive) of the period for which such

leave is desired. It must contain memoranda of all previous absences of the applicant during the calendar year then current, setting out separately absence on annual leave, absence on sick leave, absence on leave without pay, and absence without leave. It must bear the signature and official title of the applicant, and the approval of the chief of the bureau, division, or office in which the applicant is serving.

3. Absence for a period less than a day may, upon oral application, be permitted by any chief of bureau, division, or office to any clerk or other employee entitled under the law to leave of absence, but such absence must be reported to the chief clerk and entered in the record of such clerk or other employee, in the same manner as absence on leave granted by the head of the Department. Unattached persons should apply to the chief clerk of the Department for permission to be absent in such cases. Absence from duty during office hours by reason of late arrival, etc., will be charged to the appropriate leave account in fifteen-minute periods or multiples thereof.

4. Whenever it shall be found that leave of absence may be granted under the provisions of law and without detriment to the public interests to any applicant complying with the requirements of regulations 1 and 2 (above), the Secretary of Agriculture will direct the chief clerk of the Department to notify the chief of the bureau, division, or office in which such applicant is employed that leave has been granted as requested, which notification will state specifically the period covered by the leave so granted. No applicant for annual leave will be permitted to be absent from duty until notification has been received of the granting of the same, and when a leave of absence has been granted to extend beyond the close of the month then current the employee must sign the pay roll before leaving.

5. Any administrative officer who shall receive notification that leave of absence has been granted to any clerk or other employee under his supervision will note thereon the exact time of the departure of such person and the exact time of his return to duty. He will then sign the said notification and return it promptly to the chief clerk of the Department.

6. Leave of absence will not be granted in excess of thirty days in any calendar year to any person in the Department of Agriculture except in the following cases, and in such cases for periods not exceeding thirty additional days, viz: First, where a member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee; second, where by reason of exposure to contagious disease, in his own family or elsewhere, the employee's presence in the Department would tend to spread the disease or jeopardize the health of his fellow employees; third, where an employee is personally so ill as to be unable to perform his official duties.

7. Only those diseases will be deemed contagious within the meaning of these regulations against which the health authorities of the District of Columbia quarantine. An employee of this Department who shall become aware of his having been exposed to such contagion shall at the first opportunity report to his immediate superior by letter or by telephone or telegraph the facts relating to such exposure. The Department will, when practicable and desirable, cause an investigation to be made regarding the alleged contagion. The chief clerk of the Department may, by authority of the Secretary, require an affidavit or a physician's certificate, in support of an allegation of such exposure to contagion.

8. Absence for more than one day on account of the personal illness of an employee must be accounted for by the certificate of a regular practicing physician of good reputation, in every case where a physician has been employed. Every certificate from a physician in explanation of such absence must state that the employee was under his professional care and that during the period of absence the patient was too ill to perform official duties. In the absence of a certificate the chief clerk shall require from the employee an affidavit or such other evidence as he may deem necessary.

9. An application for an extension of leave of absence beyond thirty days in the calendar year in either the first, second, or third class of cases enumerated in regulation 6 should be filed within five days after return to duty.

10. Sick leave or extension of leave, because of exposure to contagious disease, may be granted at any time during the year, even though no annual leave shall have been granted at the time of such extension; that is to say, no person shall be deprived of his regular annual leave of absence because of sickness or exposure to contagion occurring at an earlier period in the year.

11. In computing the period covered by any regular annual leave, Sundays, holidays, and days when the Department is closed by Executive order will not be charged, but in every case where leave is extended beyond thirty days on account of sickness, exposure to contagion, or otherwise, all absence will be counted. All absence in excess of thirty days' annual leave (computed as above) and thirty actual days' extension of leave in any calendar year will be without pay. Sickness or exposure to contagion while an employee is absent on annual leave will not be transferred to his sick-leave account.

IN FORCE OUTSIDE OF THE DISTRICT OF COLUMBIA.

12. By special enactments Congress has provided for leaves of absence, in the discretion of the Secretary of Agriculture, not exceeding thirty days in any calendar year to employees of the Weather Bureau outside of Washington, and not exceeding fifteen days in any calendar year to employees of the Bureau of Animal Industry and of the Bureau of Forestry similarly located. No provision has been made for leaves of absence to employees outside of Washington except those of the bureaus mentioned.

13. An employee of either of the three bureaus named in regulation 12 whose official station is other than Washington, D. C., who may wish to absent himself from duty for more than two days will be required to file with his immediate superior an application prepared and addressed to the chief of his bureau stating the period for which leave of absence is desired. Any superintendent, observer, inspector, or chief of a field party receiving such an application will note thereon any previous absence of the applicant during the calendar year then current, together with his recommendation, and promptly forward the same to the chief of his bureau at Washington. The said chief will at once approve or disapprove the application. Persons not assigned to any station or party will address their applications directly to the chief of their respective bureaus.

14. Observers, inspectors, superintendents in charge of stations, and chiefs of field parties may grant to members of their respective

forces permission to be absent for periods not exceeding two days, but in every such case the absence must be promptly reported to the chief of the bureau, who will cause the same to be entered upon the employee's record.

15. The Chief of the Weather Bureau, the Chief of the Bureau of Animal Industry, and the Chief of the Bureau of Forestry may, by order of the Secretary of Agriculture, issue notifications of leaves of absence granted to employees of their respective bureaus outside of the District of Columbia. Such notifications shall be made in duplicate, one copy to be filed with the chief of the proper bureau, the other to be forwarded promptly to the chief clerk of the Department.

16. No extension of any leave of absence with pay, beyond the thirty (or fifteen) days provided by statute, will be granted to employees outside of Washington on account of sickness or for other cause.

GENERAL AND MISCELLANEOUS.

17. The right to leave of absence is not cumulative; that is to say, leave not taken within the calendar year is not carried over to the next year, but lapses entirely.

18. Leave of absence without pay can not be claimed as a right, but may be granted in cases of illness prolonged beyond the thirty days' extension herein provided for, or in other meritorious cases where the public interests will not thereby be injuriously affected.

19. An employee whose compensation is based upon service actually rendered, or time actually employed, is not entitled to leave of absence with pay (see 7 Comp. Dec., 4). Neither is he entitled to compensation for legal holidays, nor for days when the Department is closed by Executive order.

20. Leaves of absence may be revoked where the exigencies of the service require it (5 Comp. Dec., 331). Absence after revocation of leave must be without pay (7 Comp. Dec., 210).

LEAVES OF ABSENCE FOR TEMPORARY EMPLOYEES.

21. Temporary employees whose length of service is limited to one or two months will not be granted any leave of absence. Employees whose service extends to three months may, immediately preceding the expiration of the time of service, receive two and one-half days' leave of absence.

22. Employees whose service covers a period of four months or more may be granted two and one-half days' leave of absence for each month of service, excluding the first and second months, which leave must be taken immediately preceding the expiration of the term of service and be included in that period.

23. The foregoing rules for temporary employees also apply to leave on account of sickness.

24. Any violation of the above rules by temporary employees must be immediately reported to the chief clerk, when the pay of the employee will be stopped for the time taken.

REGULATIONS TO RESTRICT TUBERCULOSIS

EXECUTIVE ORDER

The National Association for the Study and Prevention of Tuberculosis recently adopted the following resolution:

Resolved, That in the interest of preventive medicine and the cause of industrial hygiene this association respectfully recommends to the Chief Executive of the Nation the desirability of instituting an inquiry through the proper officers of the Government as to the sanitary conditions existing in all Government offices and workshops where a large number of persons are employed, especially with a view of recommending, if necessary, measures for the prevention of tuberculosis therein.

In view of this resolution and in the interest of the Government service, I hereby appoint Surg. Gen. Robert M. O'Reilly, U. S. A., Surg. Gen. P. M. Rixey, U. S. N., and Surg. Gen. Walter Wyman, of the Public Health and Marine-Hospital Service, a committee to prepare and submit to the President for approval a plan for carrying out the intent of the above resolution, and the committee is hereby empowered to detail one or more persons from each of the services named for the purpose of assisting in the formation of a plan for investigation and action.

THEODORE ROOSEVELT.

THE WHITE HOUSE,
December 7, 1905.

EXECUTIVE ORDER

In accordance with the report and recommendations of the committee appointed by the Executive order of December 7, 1905, to prepare a plan for the prevention of tuberculosis in the Government offices and workshops, I hereby promulgate the following order with the object of eliminating and preventing tuberculosis among the employees of the public service:

It shall be the duty of the head of each of the Executive Departments in Washington to cause to be printed and transmitted to all of the Federal buildings under his control the rules prepared by said committee to prevent the spread of tuberculosis in the buildings, and to require their display by the custodian in such manner and in such number as is necessary to carry out the intent of the rules.

It is hereby required of each Department to ascertain the names of any persons in service in said Department afflicted with tuberculosis, and to present to them the printed rules prescribed by said committee for their observance.

The nonobservance of said rules shall, in the discretion of the head of the Department, be considered a just cause for separation from the service.

Whenever there is a doubt with regard to any person in the Government service as to whether said person is afflicted with pulmonary tuberculosis, an order shall be issued for said person to present himself (or herself) at one of the Government laboratories for examination, and to present the Department, from the director or other authorized officer of the said laboratory, a certificate showing the result of said examination. If a Government laboratory is not accessible, the laboratory investigation shall be made at Government expense.

The Surgeon-General of the Army, the Surgeon-General of the Navy, and the Surgeon-General of the Public Health and Marine-Hospital Service are hereby directed to cause a thorough sanitary inspection of the public buildings and workshops under their respective departments; and they are authorized to detail from their respective medical services a sanitary board, or boards, for this purpose. The inspection of the public buildings and workshops other than those under the War and Navy Departments shall be conducted under the Surgeon-General of the Public Health and Marine-Hospital Service. The sanitary board, or boards, thus appointed shall report upon:

First. Insanitary conditions immediately remediable.

Second. Insanitary conditions requiring structural changes.

The said board when entering upon its duties in any Department shall report to the executive head of said building or workshop, who shall, on the request of the board, give such assistance as may be required.

The sanitary board, or boards, will make reports to the Surgeon-General of their respective services, who shall bring these reports before the committee appointed by Executive order of December 7, 1905, and said committee shall transmit a full report with recommendations to the President.

These duties to be additional to, and not to take precedence of, the regular duties of the members of the committee.

THEODORE ROOSEVELT.

THE WHITE HOUSE,
February 28, 1906.

PREVENTION OF TUBERCULOSIS

Tuberculosis is the most widely spread and deadly disease that affects humanity. It is infectious, and is communicated from the sick to the well.

The cause of the disease is a living germ, a minute plant called the bacillus of tuberculosis, which enters the body in various ways and there causes change of structure, destruction of tissue, and very often constitutional symptoms of a general bodily infection, with wasting away and ultimate death if not checked at the beginning.

I. NATURE OF THE DISEASE

During the progress of the disease the germs are constantly multiplying in the affected parts of the body and may escape and infect others in several ways.

Germs entering through the skin may cause local tuberculosis without always a resulting general infection.

Germs swallowed may cause tuberculosis of the intestines and other internal organs.

Germs inhaled, thus gaining entrance to the air passages, cause by far the commonest of all forms of tuberculosis—consumption, phthisis, pulmonary tuberculosis, or tuberculosis of the lungs.

Consumption, the “great white plague” of mankind, causes in the United States and in Europe about one death in every four occurring between the ages of 20 and 50. No age, however, is exempt.

It is a disease that finds most of its victims at the active working age, and it carries off young boys and girls just entering upon the serious work of life, fathers and mothers of families, breadwinners, and citizens at the most useful period of their lives.

Not only is consumption the most common form of tuberculosis, but it is the most infectious, the most dangerous to the public health.

The lungs and air passages affected undergo a destructive process, with the production of myriads of new living germs. By the constant coughing, hawking, and spitting attending consumption the germs are scattered far and wide. Rooms, houses, public vehicles, and even whole inhabited districts, may become so contaminated with the germs that every healthy person breathing the air of such places is subjected to constant danger of acquiring the disease.

The germs outside of the body are very long lived and resistant to destruction.

II. DANGER OF SPUTUM

The disgusting habit of spitting upon the sidewalk, floors of public buildings, hallways, porches, the floors of carriages, cars, boats, etc., when the offender is consumptive, distributes day by day millions of disease germs in all directions.

The sputum soon dries, the germs mix with the air and dust of the buildings or vehicles, and are inhaled into the lungs of healthy persons.

The fresh living germs in moist sputum are especially virulent and the greatest care must be exercised not to permit such germs to enter the mouth. Myriads of the germs adhere, for instance, to the drinking glass and may be transferred from the sick to the well by drinking from a glass or cup which has recently been used by a consumptive. In a similar manner the germ of the disease may be conveyed by towels, handkerchiefs, soap and other toilet articles, tableware, and objects of personal use.

If it were not for the power that very vigorous people, living healthy lives, possess to resist disease in general it is probable that consumption would kill off whole communities, because it hardly seems possible that any single inhabitant of a city, where many have consumption, can for long escape breathing into his lungs some of the germs of the disease.

III. CONDITIONS FAVORING SPREAD OF TUBERCULOSIS

People most liable to be infected are those who live unhygienic lives, or who are compelled, in order to get a livelihood, to work amidst unhealthful surroundings.

Overcrowded, unventilated dwellings, offices, and workshops, sedentary occupation with lack of exercise, trades causing much dust which by irritating the lungs produces favorable conditions for the

growth of the germ, poor food and insufficient clothing, uncleanness of person and surroundings are all factors in predisposing persons to consumption; but it must be remembered that nothing can actually cause consumption except the entrance of the germ into the body.

It is commonly said that certain families inherit tuberculosis, and it is beyond doubt that a constitution predisposed to consumption may be inherited, but the real reason that generation after generation in some families has died of the disease is generally that the sick members of the family have infected the well.

No matter where the germs are accidentally lodged, whether on floors, sidewalks, vehicles, on clothing or utensils, their vitality is fostered by dirt, dampness, and darkness. On the other hand, sunshine, pure air, and cleanliness are most valuable means of resisting and destroying the infection and of curtailing the disease when early recognized.

But the only sure way of preventing infection is to destroy all the sputum of every consumptive, for it is almost always by means of the sputum that a consumptive infects another person.

IV. CONSUMPTION IS CURABLE

It is now recognized that consumption is undoubtedly curable when intelligent treatment is undertaken early in the disease. Certain climates are known to be very favorable to a cure and annually hundreds of people seek to recover their health by going to Colorado, southern California, or elsewhere.

The only reason that climate cures the disease is that sunshine, equable temperature, and absolutely pure air can be better taken advantage of in some places than in others.

It is possible for recovery to take place in almost any climate if plenty of pure air can be obtained and the body protected against dampness and sudden variations in the weather; and no consumptive whose case is recognized early should despair because his poverty and the necessity of providing for his family will not permit treatment in some of the recognized favorable climates.

It is of course advisable that every consumptive should, when possible, live in a favorable climate or be treated in a sanitarium where not only the best prospects of cure are to be had, but where the danger to the health of others is eliminated.

It is to be hoped that before long all communities will understand that, to provide for indigent consumptives in their midst, sanitarium treatment at the public expense is not only a humane measure of the first order but an economical self-protective measure in which every citizen has a vital interest.

To stamp out tuberculosis it is necessary for every one to participate in the recognized sanitary rules for preventing this deadly disease.

Already the work of health officials throughout the country in disseminating plainly written pamphlets on the subject and formulating rules of hygiene in the simplest language has been successful in saving lives.

In order that persons in Government employ may be as far as possible protected during the hours of work in public buildings, certain

general rules should be observed by all employees, and special precautions are necessary when any person working with others is found to have consumption.

As good health is required in appointment to the classified civil service, as those in the service are intelligent people and the conditions under which they work are generally not unhygienic, it is not likely that much tuberculosis will be found among them. Some cases are inevitable, however; perhaps unrecognized as such by the patients and their friends; perhaps known to the sufferers, who are compelled to continue their daily work in order to maintain their families and who even conceal the nature of their complaint for fear of losing their positions.

The rules of prevention are quite simple, and in the light of the foregoing remarks can be understood by anyone with ordinary intelligence.

It is only in the exact and universal observance of the rules by the public generally and by patients in particular that success is to be hoped for in the great work of preventing the spread of the disease.

It is of vital importance to a community that all cases of pulmonary tuberculosis should be recognized as early as possible. It is also to the best interest of the patients that this be done.

The diagnosis can generally be made before the patient has progressed very far in the disease, and before he has become a very great danger to others, by a careful medical examination and by a laboratory test of the sputum to determine the presence of the bacilli.

If early treatment is instituted the disease is curable in almost any climate.

The mere presence of a consumptive able to perform work does not constitute a grave danger to others if his sputum is destroyed before it can spread infection.

HOME ADVICE FOR CONSUMPTIVES.

1. Sleep alone.
2. Use no hangings, upholstered furniture, or useless floor coverings in your sleeping room.
3. Whitewashed or painted walls are preferable to those covered with wall paper.
4. Expose the bedroom freely to the outside air when not occupied, and sleep with the windows open. Spend as much time as possible in the open air, and use the bedroom only at night.
5. Do not be afraid of cold weather as long as the body is protected, and be especially careful to keep the feet dry.
6. Keep the body warmly clad and guard against sudden changes in the weather.
7. Take plenty of nourishing food. Consumptives often need more nutriment than they are inclined to take. Milk, eggs, and fatty foods are especially valuable when they can be assimilated.
8. There is no known medicine that can cure consumption. Medicines for the relief of cough and other symptoms of the disease should be taken only on the advice of a physician.
9. Lead a temperate life in all things.
10. Be scrupulously careful not to infect the other members of

your family by distributing the germs contained in your sputum. Refrain from coughing as far as you can; but when it is necessary turn your head aside and hold a handkerchief over your mouth.

11. Use a destructible portable spit receiver, which can be bought for a few cents; use one or even more a day and destroy them by burning.

12. Never swallow the material brought up from the lungs; it may cause infection of the digestive tract.

13. It is not best to use handkerchiefs to receive the sputum. Japanese paper napkins or squares of old linen, to be burnt when soiled, may be used; but these are not as cleanly as the portable spittoons.

14. Scrupulously avoid dust, disorder, dampness, darkness, and bad air in your home.

15. Be hopeful and expect a cure.

REGULATIONS TO PREVENT SPREAD OF TUBERCULOSIS IN GOVERNMENT BUILDINGS, OFFICES, AND WORKSHOPS.

1. All persons in Government employ are positively forbidden to spit upon the floors.

2. Rooms, hallways, corridors, and lavatories shall be freely aired and effectually cleaned at least once a day and not during working hours.

3. Spittoons shall receive a daily cleansing with very hot water and when placed ready for use must contain a small quantity of water.

4. Dust must be removed as completely as possible by means of dampened cloths or mops. It should never be needlessly stirred up by a broom or duster, as this practice only spreads the dust and germs.

5. Floors of tiling, brick, or stone must be frequently scoured with soap and water.

6. The senior clerks in charge of workrooms will take measures to secure during working hours the admission of as much fresh air and sunshine as the conditions will permit.

7. The use of individual drinking glasses is recommended.

8. Persons in Government employ who suffer from pulmonary tuberculosis shall be separated when possible from others while at work.

9. Such persons will not be permitted to use the public spittoons, but must provide themselves with individual sputum receivers, preferably of easily destructible material, and carry these with them on arrival and departure. They will be held strictly responsible for the disposal and destruction of their own sputum, so that no other person's health may be endangered therefrom.

10. Such persons must provide their own drinking glasses, soap, and towels and shall not use those provided for the general use.

11. Plainly printed notices, reading as follows: "Do not spit on the floor; to do so may spread disease," shall be prominently posted in rooms, hallways, corridors, and lavatories of public buildings.

V. PENALTY FOR NONOBSERVANCE OF RULES

Paragraphs 1, 9, and 10 of the above regulations must be complied with by Government employees under the penalty prescribed in the Executive order of February 28, 1906.

[Circular No. 21.]

RULES AND REGULATIONS FOR ENFORCEMENT OF FOOD AND DRUGS ACT

LETTER OF TRANSMITTAL

WASHINGTON, D. C., *October 16, 1906.*

The Secretaries of the Treasury, of Agriculture, and of Commerce and Labor.

SIRS: The commission appointed to represent your several Departments in the formulation of uniform rules and regulations for the enforcement of the food and drugs act, approved June 30, 1906, has reached a unanimous agreement and respectfully submits the results of its deliberations and recommends their adoption.

Very respectfully,

H. W. WILEY.
JAMES L. GERRY.
S. N. D. NORTH.

GENERAL

REGULATION 1.—*Short title of the act.*

The act "For preventing the manufacture, sale, or transportation of adulterated or misbranded or poisonous or deleterious foods, drugs, medicines, and liquors, and for regulating traffic therein, and for other purposes," approved June 30, 1906, shall be known and referred to as "The food and drugs act, June 30, 1906."

REGULATION 2.—*Original unbroken package.*

(Section 2.)

The term "original unbroken package" as used in this act is the original package, carton, case, can, box, barrel, bottle, phial, or other receptacle put up by the manufacturer, to which the label is attached, or which may be suitable for the attachment of a label, making one complete package of the food or drug article. The original package contemplated includes both the wholesale and the retail package.

REGULATION 3.—*Collection of samples.*

(Section 4.)

Samples of unbroken packages shall be collected only by authorized agents of the Department of Agriculture; or by the health, food, or drug officer of any State, Territory, or the District of Columbia, when commissioned by the Secretary of Agriculture for this purpose.

Samples may be purchased in the open market, and if in bulk the marks, brands, or tags upon the package, carton, container, wrapper, or accompanying printed or written matter shall be noted. The collector shall also note the names of the vendor and agent through whom the sale was actually made, together with the date of purchase. The collector shall purchase representative samples.

A sample shall be divided into three parts, and each part shall be labeled with the identifying marks. All samples shall be sealed by the collector with a seal provided for the purpose. If the package be less than 4 pounds, or in volume less than 2 quarts, three packages of approximately the same size shall be purchased and the marks and tags upon each noted as above. One sample shall be delivered to the party from whom purchased or to the party guaranteeing such merchandise. One sample shall be sent to the Bureau of Chemistry, or to such chemist or examiner as may be designated by the Secretary of Agriculture, and the third sample shall be held under seal by the Secretary of Agriculture.

REGULATION 4.—*Methods of analysis.*

(Section 4.)

Unless otherwise directed by the Secretary of Agriculture, the methods of analysis employed shall be those prescribed by the Association of Official Agricultural Chemists and the United States Pharmacopœia.

REGULATION 5.—*Hearings.*

(Section 4.)

(a) When the examination or analysis shows that the provisions of the food and drugs act, June 30, 1906, have been violated, notice of that fact, together with a copy of the findings, shall be furnished to the party or parties from whom the sample was obtained or who executed the guaranty as provided in the food and drugs act, June 30, 1906, and a date shall be fixed at which such party or parties may be heard before the Secretary of Agriculture, or such other official connected with the food and drug inspection service as may be commissioned by him for that purpose. The hearings shall be had at a place, to be designated by the Secretary of Agriculture, most convenient for all parties concerned. These hearings shall be private and confined to questions of fact. The parties interested therein may appear in person or by attorney and may propound proper interrogatories and submit oral or written evidence to show any fault or error in the findings of the analyst or examiner. The Secretary of Agriculture may order a reexamination of the sample or have new samples drawn for further examination.

(b) If the examination or analysis be found correct, the Secretary of Agriculture shall give notice to the United States district attorney as prescribed.

(c) Any health, food, or drug officer or agent of any State, Territory, or the District of Columbia who shall obtain satisfactory evidence of any violation of the food and drugs act, June 30, 1906, as provided in section 5 thereof, shall first submit the same to the Secretary of Agriculture, in order that the latter may cause notice to be given to the guarantor or to the party from whom the sample was obtained.

REGULATION 6.—*Publication.*

(Section 4.)

(a) When a judgment of the court shall have been rendered there may be a publication of the findings of the examiner or analyst, together with the findings of the court.

(b) This publication may be made in the form of circulars, notices, or bulletins, as the Secretary of Agriculture may direct, not less than thirty days after judgment.

(c) If an appeal be taken from the judgment of the court before such publication, notice of the appeal shall accompany the publication.

REGULATION 7.—*Standards for drugs.*

(Section 7.)

(a) A drug bearing a name recognized in the United States Pharmacopœia or National Formulary, without any further statement respecting its character, shall be required to conform in strength, quality, and purity to the standards prescribed or indicated for a drug of the same name recognized in the United States Pharmacopœia or National Formulary official at the time.

(b) A drug bearing a name recognized in the United States Pharmacopœia or National Formulary, and branded to show a different standard of strength, quality, or purity, shall not be regarded as adulterated if it conforms to its declared standard.

REGULATION 8.—*Formulas—Proprietary foods.*

(Section 8, last paragraph.)

(a) Manufacturers of proprietary foods are only required to state upon the label the names and percentages of the materials used, in so far as the Secretary of Agriculture may find this to be necessary to secure freedom from adulteration and misbranding.

(b) The factories in which proprietary foods are made shall be open at all reasonable times to the inspection provided for in regulation 16.

REGULATION 9.—*Form of guaranty.*

(Section 9.)

(a) No dealer in food or drug products will be liable to prosecution if he can establish that the goods were sold under a guaranty by the

wholesaler, manufacturer, jobber, dealer, or other party residing in the United States from whom purchased.

(b) A general guaranty may be filed with the Secretary of Agriculture by the manufacturer or dealer and be given a serial number, which number shall appear on each and every package of goods sold under such guaranty with the words, "Guaranteed under the food and drugs act, June 30, 1906."

(c) The following form of guaranty is suggested:

I (we) the undersigned do hereby guarantee that the articles of foods or drugs manufactured, packed, distributed, or sold by me (us) [specifying the same as fully as possible] are not adulterated or misbranded within the meaning of the food and drugs act, June 30, 1906.

(Signed in ink.)

[Name and place of business of wholesaler, dealer, manufacturer, jobber, or other party.]

(d) If the guaranty be not filed with the Secretary of Agriculture as above, it should identify and be attached to the bill of sale, invoice, bill of lading, or other schedule giving the names and quantities of the articles sold.

ADULTERATION

REGULATION 10.—*Confectionery.*

(Section 7.)

(a) Mineral substances of all kinds (except as provided in regulation 15) are specifically forbidden in confectionery whether they be poisonous or not.

(b) Only harmless colors or flavors shall be added to confectionery.

(c) The term "narcotic drugs" includes all the drugs mentioned in section 8, food and drugs act, June 30, 1906, relating to foods, their derivatives and preparations, and all other drugs of a narcotic nature.

REGULATION 11.—*Substances mixed and packed with foods.*

(Section 7, under "Foods.")

No substance may be mixed or packed with a food product which will reduce or lower its quality or strength. Not excluded under this provision are substances properly used in the preparation of food products for clarification or refining, and eliminated in the further process of manufacture.

REGULATION 12.—*Coloring, powdering, coating, and staining.*

(Section 7, under "Foods.")

(a) Only harmless colors may be used in food products.

(b) The reduction of a substance to a powder to conceal inferiority in character is prohibited.

(c) The term "powdered" means the application of any powdered substance to the exterior portion of articles of food, or the reduction of a substance to a powder.

(d) The term "coated" means the application of any substance to the exterior portion of a food product.

(e) The term "stain" includes any change produced by the addition of any substance to the exterior portion of foods which in any way alters their natural tint.

REGULATION 13.—*Natural poisonous or deleterious ingredients.*

(Section 7, paragraph 5, under "Foods.")

Any food product which contains naturally a poisonous or deleterious ingredient does not come within the provisions of the food and drugs act, June 30, 1906, except when the presence of such ingredient is due to filth, putrescence, or decomposition.

REGULATION 14.—*External application of preservatives.*

(Section 7, paragraph 5, under "Foods," proviso.)

(a) Poisonous or deleterious preservatives shall only be applied externally, and they and the food products shall be of a character which shall not permit the permeation of any of the preservative to the interior, or any portion of the interior, of the product.

(b) When these products are ready for consumption, if any portion of the added preservative shall have penetrated the food product, then the proviso of section 7, paragraph 5, under "Foods," shall not obtain, and such food products shall then be subject to the regulations for food products in general.

(c) The preservative applied must be of such a character that, until removed, the food products are inedible.

REGULATION 15.—*Wholesomeness of colors and preservatives.*

(Section 7, paragraph 5, under "Foods.")

(a) Respecting the wholesomeness of colors, preservatives, and other substances which are added to foods, the Secretary of Agriculture shall determine from chemical or other examination, under the authority of the agricultural appropriation act, Public 382, approved June 30, 1906, the names of those substances which are permitted or inhibited in food products; and such findings, when approved by the Secretary of the Treasury and the Secretary of Commerce and Labor, shall become a part of these regulations.

(b) The Secretary of Agriculture shall determine from time to time, in accordance with the authority conferred by the agricultural appropriation act, Public 382, approved June 30, 1906, the principles which shall guide the use of colors, preservatives, and other substances added to foods; and when concurred in by the Secretary of the Treasury and the Secretary of Commerce and Labor the principles so established shall become a part of these regulations.

REGULATION 16.—*Character of the raw materials.*

(Section 7, paragraph 1, under "Drugs;" paragraph 6, under "Foods.")

(a) The Secretary of Agriculture, when he deems it necessary, shall examine the raw materials used in the manufacture of food and drug products and determine whether any filthy, decomposed, or putrid substance is used in their preparation.

(b) The Secretary of Agriculture shall make such inspections as often as he may deem necessary.

MISBRANDING

REGULATION 17.—*Label.*

(Section 8.)

(a) The term "label" applies to any printed, pictorial, or other matter upon or attached to any package of a food or drug product, or any container thereof.

(b) The principal label shall consist, first, of all words which the food and drugs act, June 30, 1906, specifically requires, to wit: The name of the substance or product; the name of place of manufacture in the case of food compounds or mixtures; words which show that the articles are compounds, mixtures, or blends; the words "compound," "mixture," or "blend;" or words designating the substances or their derivatives and proportions required to be named in the case of drugs and foods. All these required words shall appear upon the principal label with no intervening descriptive or explanatory reading matter. Second, if the name of the manufacturer and place of manufacture are given, they shall also appear upon the principal label. Third, elsewhere upon the principal label other matter may appear in the discretion of the manufacturer.

(c) The principal label on foods or drugs for domestic commerce shall be printed in English (except as provided in regulation 19), with or without the foreign label in the language of the country where the food or drug product is produced or manufactured. The size of type shall not be smaller than 8-point (brevier) caps: *Provided*, That in case the size of the package will not permit the use of 8-point cap type the size of the type may be reduced proportionately.

(d) The form, character, and appearance of the labels; except as provided above, are left to the judgment of the manufacturer.

(e) Descriptive matter upon the label shall be free from any statement, design, or device regarding the article or the ingredients or substances contained therein, or quality thereof, or place of origin, which is false or misleading in any particular.

(f) An article containing more than one food product or active medicinal agent is misbranded if named after a single constituent.

In the case of drugs the nomenclature employed by the United States Pharmacopœia and the National Formulary shall obtain.

(g) The term "design" or "device" applies to pictorial matter of every description, and to abbreviations, characters, or signs for weights, measures, or names of substances.

(h) The use of any false or misleading statement, design, or device shall not be justified by any statement given as the opinion of an expert or other person, appearing on any part of the label, nor by any descriptive matter explaining the use of the false or misleading statement, design, or device.

(i) The regulation regarding the principal label will not be enforced until October 1, 1907, in the case of labels printed and now on hand, whenever any statement therein contained which is contrary to the food and drugs act, June 30, 1906, as to character of contents, shall be corrected by a supplemental label, stamp, or paster. All other labels now printed and on hand may be used without change until October 1, 1907.

REGULATION 18.—*Name and address of manufacturer.*

(Section 8.)

(a) The name of the manufacturer or producer, or the place where manufactured, except in case of mixtures and compounds having a distinctive name, need not be given upon the label, but if given, must be the true name and the true place. The words "packed for ———," "distributed by ———," or some equivalent phrase, shall be added to the label in case the name which appears upon the label is not that of the actual manufacturer or producer, or the name of the place not the actual place of manufacture or production.

(b) When a person, firm, or corporation actually manufactures or produces an article of food or drug in two or more places, the actual place of manufacture or production of each particular package need not be stated on the label except when in the opinion of the Secretary of Agriculture the mention of any such place, to the exclusion of the others, misleads the public.

REGULATION 19.—*Character of name.*

(Section 8.)

(a) A simple or unmixed food or drug product not bearing a distinctive name shall be designated by its common name in the English language, or, if a drug, by any name recognized in the United States Pharmacopœia or National Formulary. No further description of its components or qualities is required, except as to content of alcohol, morphine, etc.

(b) The use of a geographical name shall not be permitted in connection with a food or drug product not manufactured or produced in that place, when such name indicates that the article was manufactured or produced in that place.

(c) The use of a geographical name in connection with a food or drug product will not be deemed a misbranding when by reason of long usage it has come to represent a generic term and is used to indicate a style, type, or brand; but in all such cases the State or Territory where any such article is manufactured or produced shall be stated upon the principal label.

(d) A foreign name which is recognized as distinctive of a product of a foreign country shall not be used upon an article of domestic origin except as an indication of the type or style of quality or manufacture, and then only when so qualified that it can not be offered for sale under the name of a foreign article.

REGULATION 20.—*Distinctive name.*

(Section 8.)

(a) A "distinctive name" is a trade, arbitrary, or fancy name which clearly distinguishes a food product, mixture, or compound from any other food product, mixture, or compound.

(b) A distinctive name shall not be one representing any single constituent of a mixture or compound.

(c) A distinctive name shall not misrepresent any property or quality of a mixture or compound.

(d) A distinctive name shall give no false indication of origin, character, or place of manufacture, nor lead the purchaser to suppose that it is any other food or drug product.

REGULATION 21.—*Compounds, imitations, or blends without distinctive name.*

(Section 8.)

(a) The term "blend" applies to a mixture of like substances, not excluding harmless coloring or flavoring ingredients used for the purpose of coloring and flavoring only.

(b) If any age is stated, it shall not be that of a single one of its constituents, but shall be the average of all constituents in their respective proportions.

(c) Coloring and flavoring can not be used for increasing the weight or bulk of a blend.

(d) In order that colors or flavors may not increase the volume or weight of a blend, they are not to be used in quantities exceeding 1 pound to 800 pounds of the blend.

(e) A color or flavor can not be employed to imitate any natural product or any other product of recognized name and quality.

(f) The term "imitation" applies to any mixture or compound which is a counterfeit or fraudulent simulation of any article of food or drug.

REGULATION 22.—*Articles without a label.*

(Section 8, paragraph 1, under "Drugs;" paragraph 1, under "Foods.")

It is prohibited to sell or offer for sale a food or drug product bearing no label upon the package or no descriptive matter whatever connected with it, either by design, device, or otherwise, if said product be an imitation of or offered for sale under the name of another article.

REGULATION 23.—*Proper branding not a complete guaranty.*

Packages which are correctly branded as to character of contents, place of manufacture, name of manufacturer, or otherwise, may be adulterated and hence not entitled to enter into interstate commerce.

REGULATION 24.—*Incompleteness of branding.*

A compound shall be deemed misbranded if the label be incomplete as to the names of the required ingredients. A simple product does not require any further statement than the name or distinctive name thereof, except as provided in regulations 19 (a) and 28.

REGULATION 25.—*Substitution.*

(Sections 7 and 8.)

(a) When a substance of a recognized quality commonly used in the preparation of a food or drug product is replaced by another substance not injurious or deleterious to health, the name of the substituted substance shall appear upon the label.

(b) When any substance which does not reduce, lower, or injuriously affect its quality or strength is added to a food or drug product, other than that necessary to its manufacture or refining, the label shall bear a statement to that effect.

REGULATION 26.—*Waste materials.*

(Section 8.)

When an article is made up of refuse materials, fragments, or trimmings, the use of the name of the substance from which they are derived, unless accompanied by a statement to that effect, shall be deemed a misbranding. Packages of such materials may be labeled "pieces," "stems," "trimmings," or with some similar appellation.

REGULATION 27.—*Mixtures or compounds with distinctive names.*

(Section 8. First proviso under "Foods," paragraph 1.)

(a) The terms "mixtures" and "compounds" are interchangeable and indicate the results of putting together two or more food products.

(b) These mixtures or compounds shall not be imitations of other articles, whether simple, mixed, or compound, or offered for sale under the name of other articles. They shall bear a distinctive name and the name of the place where the mixture or compound has been manufactured or produced.

(c) If the name of the place be one which is found in different States, Territories, or countries, the name of the State, Territory, or country, as well as the name of the place, must be stated.

REGULATION 28.—*Substances named in drugs or foods.*

(Section 8. Second under "Drugs;" second under "Foods.")

(a) The term "alcohol" is defined to mean common or ethyl alcohol. No other kind of alcohol is permissible in the manufacture of drugs except as specified in the United States Pharmacopœia or National Formulary.

(b) The words alcohol, morphine, opium, etc., and the quantities and proportions thereof, shall be printed in letters corresponding in size with those prescribed in regulation 17, paragraph (c).

(c) A drug, or food product except in respect of alcohol, is misbranded in case it fails to bear a statement on the label of the quantity or proportion of any alcohol, morphine, opium, heroin, cocaine, alpha or beta eucaine, chloroform, cannabis indica, chloral hydrate, or acetanilide, or any derivative or preparation of any such substances contained therein.

(d) A statement of the maximum quantity or proportion of any such substances present will meet the requirements, provided the

maximum stated does not vary materially from the average quantity or proportion.

(e) In case the actual quantity or proportion is stated it shall be the average quantity or proportion with the variations noted in regulation 29.

(f) The following are the principal derivatives and preparations made from the articles which are required to be named upon the label:

ALCOHOL, ETHYL (*Cologne spirits, grain alcohol, rectified spirits, spirits, and spirits of wine*):

Derivatives—

Aldehyde, ether, ethyl acetate, ethyl nitrite, and paraldehyde.

Preparations containing alcohol—

Bitters, brandies, cordials, elixirs, essences, fluid extracts, spirits, sirups, tinctures, tonics, whiskies, and wines.

MORPHINE, ALKALOID:

Derivatives—

Apomorphine dionine, peronine, morphine acetate, hydrochloride, sulphate, and other salts of morphine.

Preparations containing morphine or derivatives of morphine—

Bougies, catarrh snuff, chlorodyne, compound powder of morphine, crayons, elixirs, granules, pills, solutions, sirups, suppositories, tablets, triturates, and troches.

OPIUM, GUM:

Preparations of opium—

Extracts, denarcotized opium, granulated opium and powdered opium, bougies brown mixture, carminative mixtures, crayons, Dover's powder, elixirs, liniments, ointments, paregoric, pills, plasters, sirups, suppositories, tablets, tinctures, troches, vinegars, and wines.

Derivatives—

Codeine, alkaloid, hydrochloride, phosphate, sulphate, and other salts of codeine.

Preparations containing codeine or its salts—

Elixirs, pills, sirups, and tablets.

COCAINE, ALKALOID:

Derivatives—

Cocaine hydrochloride, oleate, and other salts.

Preparations containing cocaine or salts of cocaine—

Coca leaves, catarrh powders, elixirs, extracts, infusion of coca, ointments, paste pencils, pills, solutions, sirups, tablets, tinctures, troches, and wines.

HEROIN:

Preparations containing heroin—

Sirups, elixirs, pills, and tablets.

ALPHA AND BETA EUCAINE:

Preparations—

Mixtures, ointments, powders, and solutions.

CHLOROFORM:

Preparations containing chloroform—

Chloranodyne, elixirs, emulsions, liniments, mixtures, spirits, and sirups.

CANNABIS INDICA:

Preparations of cannabis indica—

Corn remedies, extracts, mixtures, pills, powders, tablets, and tinctures.

CHLORAL HYDRATE (*Chloral*, U. S. Pharmacopœia, 1890):

Derivatives—

Chloral acetophenonoxim, chloral alcoholate, chloralamide, chloralimide, chloral orthoform, chloralose, dormiol, hypnal, and uraline.

Preparations containing chloral hydrate or its derivatives—

Chloral camphorate, elixirs, liniments, mixtures, ointments, suppositories, sirups, and tablets.

ACETANILIDE (*Antifebrine, phenylacetamide*):

Derivatives—

Acetphenetidine citrophen, diacetanilide, lactophenin, methoxy-acetanilide, methylacetanilide, para-iodoacetanilide, and phenacetine.

Preparations containing acetanilide or derivatives—

Analgesics, antineuralgics, antirheumatics, cachets, capsules, cold remedies, elixirs, granular effervescing salts, headache powders, mixtures, pain remedies, pills, and tablets.

REGULATION 29.—*Statement of weight or measure.*

(Section 8. Third under "Foods.")

(a) A statement of the weight or measure of the food contained in a package is not required. If any such statement is printed, it shall be a plain and correct statement of the average net weight or volume, either on or immediately above or below the principal label, and of the size of letters specified in regulation 17.

(b) A reasonable variation from the stated weight for individual packages is permissible, provided this variation is as often above as below the weight or volume stated. This variation shall be determined by the inspector from the changes in the humidity of the atmosphere, from the exposure of the package to evaporation or to absorption of water, and the reasonable variations which attend the filling and weighing or measuring of a package.

REGULATION 30.—*Method of stating quantity or proportion.*

(Section 8.)

In the case of alcohol the expression "quantity" or "proportion" shall mean the average percentage by volume in the finished product. In the case of the other ingredients required to be named upon the label, the expression "quantity" or "proportion" shall mean grains or minims per ounce or fluid ounce, and also, if desired, the metric equivalents therefor, or milligrammes per gram or per cubic centimeter, or grams or cubic centimeters per kilogram or per liter; provided that these articles shall not be deemed misbranded if the maximum of quantity or proportion be stated, as required in regulation 28 (d).

EXPORTS AND IMPORTS OF FOODS AND DRUGS**REGULATION 31.**—*Preparation of food products for export.*

(Section 2.)

(a) Food products intended for export may contain added substances not permitted in foods intended for interstate commerce, when the addition of such substances does not conflict with the laws of the countries to which the food products are to be exported and when such substances are added in accordance with the directions of the foreign purchaser or his agent.

(b) The exporter is not required to furnish evidence that goods have been prepared or packed in compliance with the laws of the foreign country to which said goods are intended to be shipped, but such shipment is made at his own risk.

(c) Food products for export under this regulation shall be kept separate and labeled to indicate that they are for export.

(d) If the products are not exported they shall not be allowed to enter interstate commerce.

REGULATION 32.—*Imported food and drug products.*

(Section 11.)

(a) Meat and meat food products imported into the United States shall be accompanied by a certificate of official inspection of a character to satisfy the Secretary of Agriculture that they are not dan-

gerous to health, and each package of such articles shall bear a label which shall identify it as covered by the certificate, which certificate shall accompany or be attached to the invoice on which entry is made.

(b) The certificate shall set forth the official position of the inspector and the character of the inspection.

(c) Meat and meat food products, as well as all other food and drug products of a kind forbidden entry into or forbidden to be sold, or restricted in sale in the country in which made or from which exported, will be refused admission.

(d) Meat and meat food products which have been inspected and passed through the customs may, if identity is retained, be transported in interstate commerce.

REGULATION 33.—*Declaration.*

(Section 11.)

(a) All invoices of food or drug products shipped to the United States shall have attached to them a declaration of the shipper, made before a United States consular officer, as follows:

I, the undersigned, do solemnly and truly declare that I am the _____ of
(Manufacturer, agent, or shipper.)
the merchandise herein mentioned and described, and that it consists of food or drug
products which contain no added substances injurious to health.

These products were grown in _____ and manufactured in _____ by _____
(Country.) (Country.) (Name of
_____ during the year _____, and are exported from _____ and consigned to _____.
(City.) (City.) (City.)
manufacturer.)

The products bear no false labels or marks, contain ^{no} added coloring matter or
preservative _____, and are not of a character to cause prohibition or restriction
(Name of added color or preservative.)
in the country where made or from which exported.

Dated at _____ this _____ day of _____, 19—.

(Signed) _____.

(b) In the case of importations to be entered at New York, Boston, Philadelphia, Chicago, San Francisco, and New Orleans, and other ports where food and drug inspection laboratories shall be established, this declaration shall be attached to the invoice on which entry is made. In other cases the declaration shall be attached to the copy of the invoice sent to the Bureau of Chemistry.

REGULATION 34.—*Denaturing.*

(Section 11.)

Unless otherwise declared on the invoice or entry, all substances ordinarily used as food products will be treated as such. Shipments of substances ordinarily used as food products intended for technical purposes must be accompanied by a declaration stating that fact, and must be so denatured as to prevent their use as foods.

REGULATION 35.—*Bond, imported foods and drugs.*

(Section 11.)

Unexamined packages of food and drug products may be delivered to the consignee prior to the completion of the examination to determine whether the same are adulterated or misbranded upon the

execution of a penal bond by the consignee in the sum of the invoice value of such goods with the duty added, for the return of the goods to customs custody.

REGULATION 36.—*Notification of violation of the law.*

(Section 11.)

If the sample on analysis or examination be found not to comply with the law, the importer shall be notified of the nature of the violation, the time and place at which final action will be taken upon the question of the exclusion of the shipment, and that he may be present and submit evidence (Form No. 5), which evidence, with a sample of the article, shall be forwarded to the Bureau of Chemistry at Washington, accompanied by the appropriate report card.

REGULATION 37.—*Appeal to the Secretary of Agriculture and remuneration.*

(Section 11.)

All applications for relief from decisions arising under the execution of the law should be addressed to the Secretary of Agriculture, and all vouchers or accounts for remuneration for samples shall be filed with the chief of the inspection laboratory, who shall forward the same, with his recommendation, to the Department of Agriculture for action.

REGULATION 38.—*Shipment beyond the jurisdiction of the United States.*

(Section 11.)

The time allowed the importer for representations regarding the shipment may be extended at his request to permit him to secure such evidence as he desires, provided that this extension of time does not entail any expense to the Department of Agriculture. If at the expiration of this time, in view of the data secured in inspecting the sample and such evidence as may have been submitted by the manufacturers or importers, it appears that the shipment can not be legally imported into the United States, the Secretary of Agriculture shall request the Secretary of the Treasury to refuse to deliver the shipment in question to the consignee, and to require its reshipment beyond the jurisdiction of the United States.

REGULATION 39.—*Application of regulations.*

These regulations shall not apply to domestic meat and meat food products which are prepared, transported, or sold in interstate or foreign commerce under the meat-inspection law and the regulations of the Secretary of Agriculture made thereunder.

REGULATION 40.—*Alteration and amendment of regulations.*

These regulations may be altered or amended at any time, without previous notice, with the concurrence of the Secretary of the Treasury,

the Secretary of Agriculture, and the Secretary of Commerce and Labor.

The above rules and regulations are hereby adopted.

LESLIE M. SHAW,
Secretary of the Treasury.

JAMES WILSON,
Secretary of Agriculture.

VICTOR H. METCALF,
Secretary of Commerce and Labor.

WASHINGTON, D. C., *October 17, 1906.*

THE FOOD AND DRUGS ACT, JUNE 30, 1906

AN ACT For preventing the manufacture, sale, or transportation of adulterated or misbranded or poisonous or deleterious foods, drugs, medicines, and liquors, and for regulating traffic therein, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it shall be unlawful for any person to manufacture within any Territory or the District of Columbia any article of food or drug which is adulterated or misbranded, within the meaning of this act; and any person who shall violate any of the provisions of this section shall be guilty of a misdemeanor, and for each offense shall, upon conviction thereof, be fined not to exceed five hundred dollars or shall be sentenced to one year's imprisonment, or both such fine and imprisonment, in the discretion of the court, and for each subsequent offense and conviction thereof shall be fined not less than one thousand dollars or sentenced to one year's imprisonment, or both such fine and imprisonment, in the discretion of the court.

SEC. 2. That the introduction into any State or Territory or the District of Columbia from any other State or Territory or the District of Columbia, or from any foreign country, or shipment to any foreign country of any article of food or drugs which is adulterated or misbranded, within the meaning of this act, is hereby prohibited; and any person who shall ship or deliver for shipment from any State or Territory or the District of Columbia to any other State or Territory or the District of Columbia, or to a foreign country, or who shall receive in any State or Territory or the District of Columbia from any other State or Territory or the District of Columbia, or foreign country, and having so received, shall deliver, in original unbroken packages, for pay or otherwise, or offer to deliver to any other person, any such article so adulterated or misbranded within the meaning of this act, or any person who shall sell or offer for sale in the District of Columbia or the Territories of the United States any such adulterated or misbranded foods or drugs, or export or offer to export the same to any foreign country, shall be guilty of a misdemeanor, and for such offense be fined not exceeding two hundred dollars for the first offense, and upon conviction for each subsequent offense not exceeding three hundred dollars or be imprisoned not exceeding one year, or both, in the discretion of the court: *Provided*, That no article shall be deemed misbranded or adulterated within the provisions of this act when intended for export to any foreign country and prepared or packed according to the specifications or directions of the foreign purchaser when no substance is used in the preparation or packing thereof in conflict with the laws of the foreign country to which said article is intended to be shipped; but if said article shall be in fact sold or offered for sale for domestic use or consumption, then this proviso shall not exempt said article from the operation of any of the other provisions of this act.

SEC. 3. That the Secretary of the Treasury, the Secretary of Agriculture, and the Secretary of Commerce and Labor shall make uniform rules and regulations for carrying out the provisions of this act, including the collection and examination of specimens of foods and drugs manufactured or offered for sale in the District of Columbia, or in any Territory of the United States, or which shall be offered for sale in unbroken packages in any State other than that in which they shall have been respectively manufactured or produced, or which shall be received from any foreign country, or intended for shipment to any foreign country, or which may be submitted

for examination by the chief health, food, or drug officer of any State, Territory, or the District of Columbia, or at any domestic or foreign port through which such product is offered for interstate commerce, or for export or import between the United States and any foreign port or country.

SEC. 4. That the examinations of specimens of foods and drugs shall be made in the Bureau of Chemistry of the Department of Agriculture, or under the direction and supervision of such Bureau, for the purpose of determining from such examinations whether such articles are adulterated or misbranded within the meaning of this act; and if it shall appear from any such examination that any of such specimens is adulterated or misbranded within the meaning of this act, the Secretary of Agriculture shall cause notice thereof to be given to the party from whom such sample was obtained. Any party so notified shall be given an opportunity to be heard, under such rules and regulations as may be prescribed as aforesaid, and if it appears that any of the provisions of this act have been violated by such party, then the Secretary of Agriculture shall at once certify the facts to the proper United States district attorney, with a copy of the results of the analysis or the examination of such article duly authenticated by the analyst or officer making such examination, under the oath of such officer. After judgment of the court, notice shall be given by publication in such manner as may be prescribed by the rules and regulations aforesaid.

SEC. 5. That it shall be the duty of each district attorney to whom the Secretary of Agriculture shall report any violation of this act, or to whom any health or food or drug officer or agent of any State, Territory, or the District of Columbia shall present satisfactory evidence of any such violation, to cause appropriate proceedings to be commenced and prosecuted in the proper courts of the United States, without delay, for the enforcement of the penalties as in such case herein provided.

SEC. 6. That the term "drug," as used in this act, shall include all medicines and preparations recognized in the United States Pharmacopœia or National Formulary for internal or external use, and any substance or mixture of substances intended to be used for the cure, mitigation, or prevention of disease of either man or other animals. The term "food," as used herein, shall include all articles used for food, drink, confectionery, or condiment by man or other animals, whether simple, mixed, or compound.

SEC. 7. That for the purposes of this act an article shall be deemed to be adulterated:

In case of drugs:

First. If, when a drug is sold under or by a name recognized in the United States Pharmacopœia or National Formulary, it differs from the standard of strength, quality, or purity, as determined by the test laid down in the United States Pharmacopœia or National Formulary official at the time of investigation: *Provided*, That no drug defined in the United States Pharmacopœia or National Formulary shall be deemed to be adulterated under this provision if the standard of strength, quality, or purity be plainly stated upon the bottle, box, or other container thereof although the standard may differ from that determined by the test laid down in the United States Pharmacopœia or National Formulary.

Second. If its strength or purity fall below the professed standard or quality under which it is sold.

In the case of confectionery:

If it contains terra alba, barytes, talc, chrome yellow, or other mineral substance or poisonous color or flavor, or other ingredient deleterious or detrimental to health or any vinous, malt, or spirituous liquor or compound or narcotic drug.

In the case of food:

First. If any substance has been mixed and packed with it so as to reduce or lower or injuriously affect its quality or strength.

Second. If any substance has been substituted wholly or in part for the article.

Third. If any valuable constituent of the article has been wholly or in part abstracted.

Fourth. If it be mixed, colored, powdered, coated, or stained in a manner whereby damage or inferiority is concealed.

Fifth. If it contain any added poisonous or other added deleterious ingredient which may render such article injurious to health: *Provided*, That when in the preparation of food products for shipment they are preserved by any external application applied in such manner that the preservative is necessarily removed mechanically, or by maceration in water, or otherwise, and directions for the removal of said preservative shall be printed on the covering or the package, the provisions of this act shall be construed as applying only when said products are ready for consumption.

Sixth. If it consists in whole or in part of a filthy, decomposed, or putrid animal or vegetable substance, or any portion of an animal unfit for food, whether manufactured or not, or if it is the product of a diseased animal, or one that has died otherwise than by slaughter.

SEC. 8. That the term "misbranded," as used herein, shall apply to all drugs, or articles of food, or articles which enter into the composition of food, the package or label of which shall bear any statement, design, or device regarding such article, or the ingredients or substances contained therein which shall be false or misleading in any particular, and to any food or drug product which is falsely branded as to the State, Territory, or country in which it is manufactured or produced.

That for the purposes of this act an article shall also be deemed to be misbranded:

In case of drugs:

First. If it be an imitation of or offered for sale under the name of another article.

Second. If the contents of the package as originally put up shall have been removed, in whole or in part, and other contents shall have been placed in such package, or if the package fail to bear a statement on the label of the quantity or proportion of any alcohol, morphine, opium, cocaine, heroin, alpha or beta eucaine, chloroform, cannabis indica, chloral hydrate, or acetanilide, or any derivative or preparation of any such substances contained therein.

In the case of food:

First. If it be an imitation of or offered for sale under the distinctive name of another article.

Second. If it be labeled or branded so as to deceive or mislead the purchaser, or purport to be a foreign product when not so, or if the contents of the package as originally put up shall have been removed in whole or in part and other contents shall have been placed in such package, or if it fail to bear a statement on the label of the quantity or proportion of any morphine, opium, cocaine, heroin, alpha or beta eucaine, chloroform, cannabis indica, chloral hydrate, or acetanilide, or any derivative or preparation of any of such substances contained therein.

Third. If in package form, and the contents are stated in terms of weight or measure, they are not plainly and correctly stated on the outside of the package.

Fourth. If the package containing it or its label shall bear any statement, design, or device regarding the ingredients or the substances contained therein, which statement, design, or device shall be false or misleading in any particular: *Provided*, That an article of food which does not contain any added poisonous or deleterious ingredients shall not be deemed to be adulterated or misbranded in the following cases:

First. In the case of mixtures or compounds which may be now or from time to time hereafter known as articles of food, under their own distinctive names, and not an imitation of or offered for sale under the distinctive name of another article, if the name be accompanied on the same label or brand with a statement of the place where said article has been manufactured or produced.

Second. In the case of articles labeled, branded, or tagged so as to plainly indicate that they are compounds, imitations, or blends, and the word "compound," "imitation," or "blend," as the case may be, is plainly stated on the package in which it is offered for sale: *Provided*, That the term blend as used herein shall be construed to mean a mixture of like substances, not excluding harmless coloring or flavoring ingredients used for the purpose of coloring and flavoring only: *And provided further*, That nothing in this act shall be construed as requiring or compelling proprietors or manufacturers of proprietary foods which contain no unwholesome added ingredient to disclose their trade formulas, except in so far as the provisions of this act may require to secure freedom from adulteration or misbranding.

SEC. 9. That no dealer shall be prosecuted under the provisions of this act when he can establish a guaranty signed by the wholesaler, jobber, manufacturer, or other party residing in the United States, from whom he purchases such articles, to the effect that the same is not adulterated or misbranded within the meaning of this act, designating it. Said guaranty, to afford protection, shall contain the name and address of the party or parties making the sale of such articles to such dealer, and in such case said party or parties shall be amenable to the prosecutions, fines, and other penalties which would attach, in due course, to the dealer under the provisions of this act.

SEC. 10. That any article of food, drug, or liquor that is adulterated or misbranded within the meaning of this act, and is being transported from one State, Territory, District, or insular possession to another for sale, or, having been transported, remains unloaded, unsold, or in original unbroken packages, or if it be sold or offered for sale in the District of Columbia or the Territories, or insular possessions of the United States, or if it be imported from a foreign country for sale, or if it is intended for export to a foreign country, shall be liable to be proceeded against in any district court of

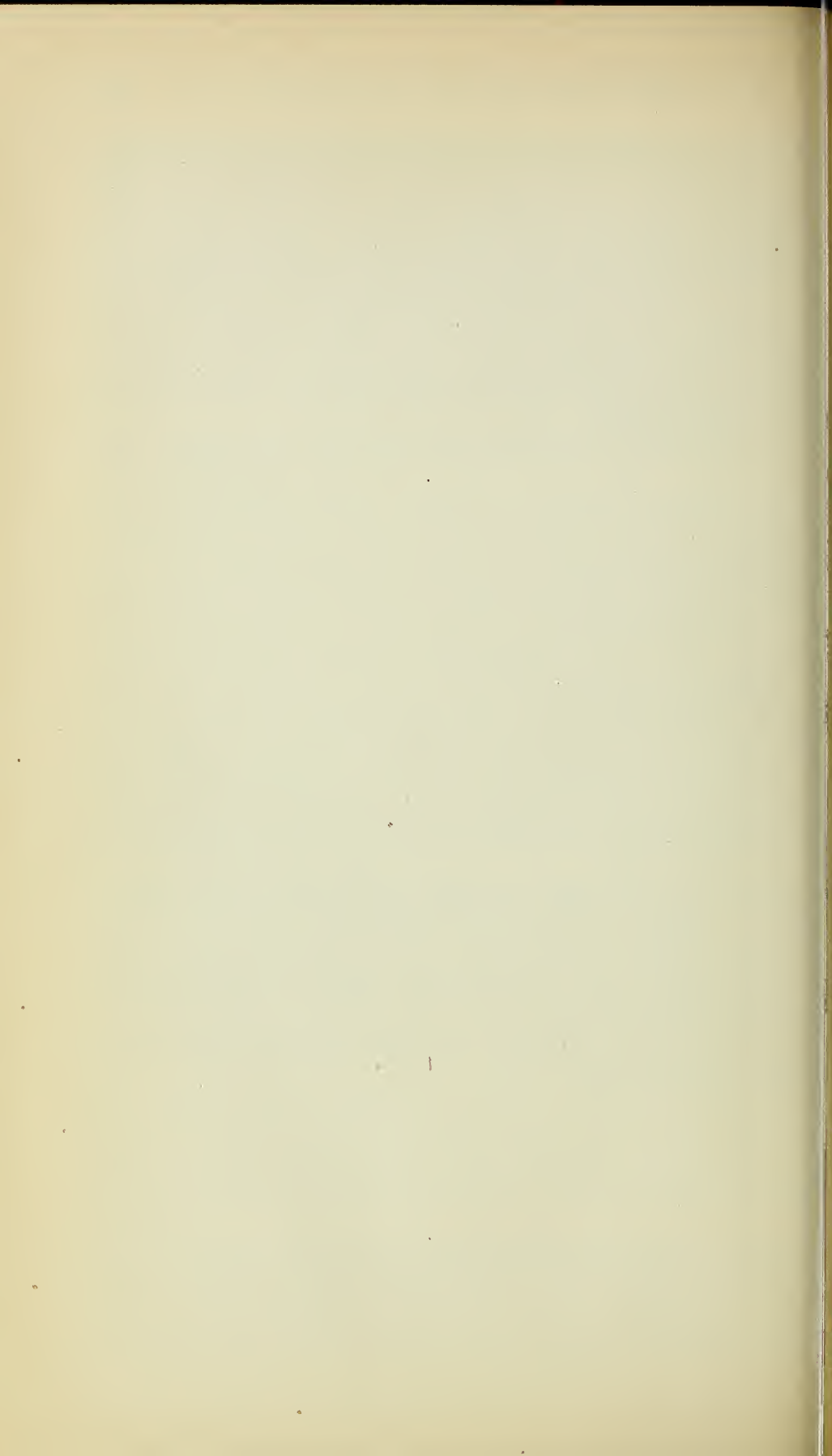
the United States within the district where the same is found, and seized for confiscation by a process of libel for condemnation. And if such article is condemned as being adulterated or misbranded, or of a poisonous or deleterious character, within the meaning of this act, the same shall be disposed of by destruction or sale, as the said court may direct, and the proceeds thereof, if sold, less the legal costs and charges, shall be paid into the Treasury of the United States, but such goods shall not be sold in any jurisdiction contrary to the provisions of this act or the laws of that jurisdiction: *Provided, however*, That upon the payment of the costs of such libel proceedings and the execution and delivery of a good and sufficient bond to the effect that such articles shall not be sold or otherwise disposed of contrary to the provisions of this act, or the laws of any State, Territory, District, or insular possession, the court may by order direct that such articles be delivered to the owner thereof. The proceedings of such libel cases shall conform, as near as may be, to the proceedings in admiralty, except that either party may demand trial by jury of any issue of fact joined in any such case, and all such proceedings shall be at the suit of and in the name of the United States.

SEC. 11. The Secretary of the Treasury shall deliver to the Secretary of Agriculture, upon his request from time to time, samples of foods and drugs which are being imported into the United States or offered for import, giving notice thereof to the owner or consignee, who may appear before the Secretary of Agriculture, and have the right to introduce testimony, and if it appear from the examination of such samples that any article of food or drug offered to be imported into the United States is adulterated or misbranded within the meaning of this act, or is otherwise dangerous to the health of the people of the United States, or is of a kind forbidden entry into, or forbidden to be sold or restricted in sale in the country in which it is made or from which it is exported, or is otherwise falsely labeled in any respect, the said article shall be refused admission, and the Secretary of the Treasury shall refuse delivery to the consignee and shall cause the destruction of any goods refused delivery which shall not be exported by the consignee within three months from the date of notice of such refusal under such regulations as the Secretary of the Treasury may prescribe: *Provided*, That the Secretary of the Treasury may deliver to the consignee such goods pending examination and decision in the matter on execution of a penal bond for the amount of the full invoice value of such goods, together with the duty thereon, and on refusal to return such goods for any cause to the custody of the Secretary of the Treasury, when demanded, for the purpose of excluding them from the country, or for any other purpose, said consignee shall forfeit the full amount of the bond: *And provided further*, That all charges for storage, cartage, and labor on goods which are refused admission or delivery shall be paid by the owner or consignee, and in default of such payment shall constitute a lien against any future importation made by such owner or consignee.

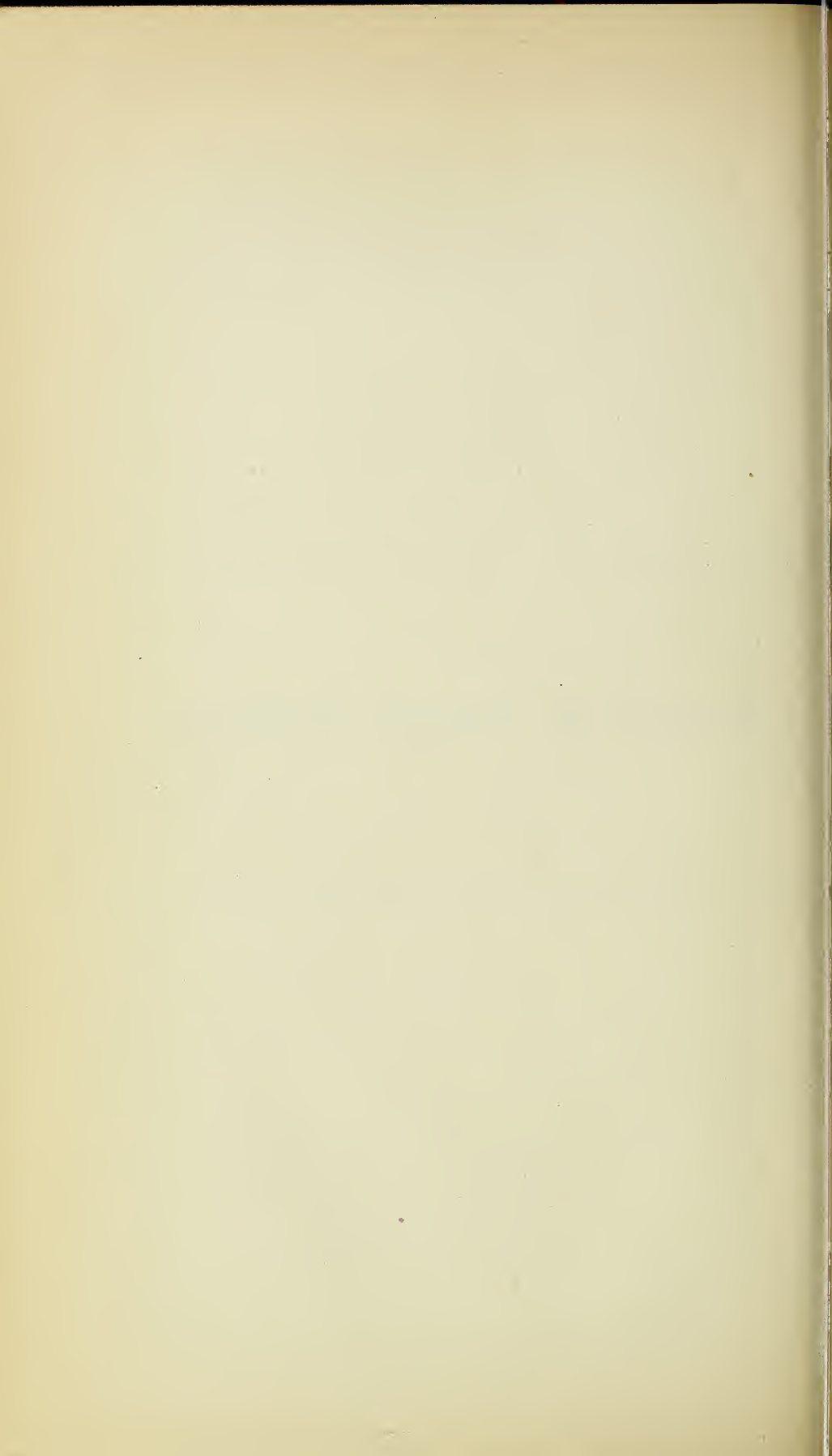
SEC. 12. That the term "Territory" as used in this act shall include the insular possessions of the United States. The word "person" as used in this act shall be construed to import both the plural and the singular, as the case demands, and shall include corporations, companies, societies, and associations. When construing and enforcing the provisions of this act, the act, omission, or failure of any officer, agent, or other person acting for or employed by any corporation, company, society, or association, within the scope of his employment or office, shall in every case be also deemed to be the act, omission, or failure of such corporation, company, society, or association as well as that of the person.

SEC. 13. That this act shall be in force and effect from and after the first day of January, nineteen hundred and seven.

Approved, June 30, 1906.



Bureau of Animal Industry



BUREAU OF ANIMAL INDUSTRY ORDERS

HUMANE TREATMENT OF ANIMALS

GENERAL ORDER TO INSPECTORS.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., May 13, 1896.

It is the desire of this Department that the influence of all employees should be used, so far as is warranted by the law, for the purpose of securing the humane treatment of animals in transportation and in the stock yards. Depriving animals of food and drink for unusual periods and beating and worrying them are practices calculated to make the animals feverish and their meat unwholesome, and should be discountenanced and prevented. You will therefore give such instructions to your subordinates as will insure careful treatment of any animals which they may be called upon to handle, and as will also lead them to use their influence for the same end with all other persons with whom they come in contact. You will please make an investigation of the manner in which animals are transported and handled by the railroad companies and stock yards which come under your observation, and make such suggestions as may occur to you with a view to improving the service and protecting animals from undue suffering or cruelty. Injured animals which are evidently suffering severe pain should be promptly reported to the humane societies, unless the owner or the stock yard company properly cares for them within a reasonable time.

(Signed) CHAS. W. DABNEY, Jr.,
Acting Secretary.

[B. A. I. Order 48.]

ORDER CONCERNING THE MOVEMENT OF ANIMALS FROM DISTRICTS IN WHICH RABIES EXISTS

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., December 11, 1899.

In accordance with the act of Congress approved May 29, 1884, entitled "An act for the establishment of the Bureau of Animal Industry, to prevent the exportation of diseased cattle, and to provide means for the suppression and extirpation of pleuro-pneumonia and other contagious diseases among domesticated animals," and with the act of Congress approved March 1, 1899, making appropriations

for the Department of Agriculture for the fiscal year ending June 30, 1900, notice is hereby given that a contagious disease of animals known as rabies or hydrophobia exists in the District of Columbia and in adjacent sections of the States of Maryland and Virginia; and the said District of Columbia and the counties of Montgomery and Prince George in Maryland and Alexandria and Fairfax in Virginia are hereby declared an infected district; and

It is hereby ordered that no animals, of any species, which are affected with said disease, or which have been bitten by rabid animals, be transported, driven, or allowed to stray from the District of Columbia into Maryland or Virginia, or from Maryland or Virginia into the District of Columbia; and the movement of all dogs is hereby prohibited from the District of Columbia into Maryland and Virginia, and from the above-mentioned counties of Montgomery and Prince George in Maryland and Alexandria and Fairfax in Virginia into the District of Columbia:

Provided, however, That such prohibition shall not apply to dogs which are securely muzzled so that they can not bite, and which are kept so securely muzzled when in the streets and other public places for sixty days after they have been taken from the District of Columbia into Maryland or Virginia or from the above-mentioned counties of Maryland or Virginia into the District of Columbia.

Persons violating this order will be subject to prosecution and if convicted will be liable to the penalty imposed in section 7 of the act of Congress approved May 29, 1884, while all dogs brought or allowed to stray across the boundary lines of said District and counties in violation of this order will be summarily seized.

JAMES WILSON;
Secretary of Agriculture.

[B. A. I. Order 61.]

ORDER CONCERNING THE EXPORTATION OF CATTLE AND SHEEP IN VESSELS
CARRYING HIDES FROM FOREIGN COUNTRIES

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., April 23, 1900.

In consequence of the prevalence of certain contagious and infectious diseases among the cattle of Europe and South America, and in order to prevent the possibility of the infection of cattle and sheep exported from the United States through the medium of imported hides, it is hereby ordered that no cattle or sheep be permitted to be loaded in vessels that have carried foreign hides from the countries mentioned in the spaces reserved for cattle and sheep.

And it is further ordered that the cattle and sheep space on all vessels that have heretofore carried foreign hides in any part of the vessel shall be thoroughly cleaned and disinfected before cattle or sheep shall be allowed therein for exportation.

JAMES WILSON, *Secretary.*

[B. A. I. Order 92.]

SPECIAL ORDER PROHIBITING LANDING OF ANIMALS FROM PHILIPPINE ISLANDS
AT PORTS OF UNITED STATES OR DEPENDENCIESU. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., December 13, 1901.

Notice is hereby given to the owners, officers, and agents of all steamers and other vessels of all descriptions plying between the Philippine Islands and any of the ports of the Hawaiian Islands, or between the Philippine Islands and any of the ports of the United States or the Territories or dependencies thereof, and to all stockmen and all other persons concerned in any way or manner in the traffic in animals in, or with, the Philippine Islands, that certain contagious, infectious, and communicable diseases dangerous to the live stock of the United States exist among the animals of the said Philippine Islands, viz: Surra, affecting horses, mules, asses, neat cattle, camels, buffaloes, and dogs and apes; foot-and-mouth disease, affecting horses, neat cattle, other ruminants, and swine; and rinderpest, affecting neat cattle and other ruminants.

Therefore, under the authority conferred upon me by the act of Congress approved May 29, 1884, entitled "An act for the establishment of a Bureau of Animal Industry, to prevent the exportation of diseased cattle, and to provide means for the suppression and extirpation of pleuro-pneumonia and other contagious diseases among domestic animals," I do hereby prohibit the landing at any of the ports of the Hawaiian Islands, or at any of the ports of the United States or of any of the dependencies thereof, of any live stock, or animals of any kind, from the Philippine Islands. This prohibition will take effect immediately and will continue in force until otherwise ordered.

JAMES WILSON, *Secretary.*

[B. A. I. Order 97.]

EXTRACTS FROM LAWS AND REGULATIONS PRESCRIBED FOR INSPECTION AND
CERTIFICATION OF RENOVATED BUTTER, ETC., FOR EXPORTU. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., October 1, 1902.

An act making appropriations for the Department of Agriculture, approved March 2, 1901, provides, inter alia, "That the Secretary of Agriculture may construe the provisions of the act of March third, eighteen hundred and ninety-one, as amended March second, eighteen hundred and ninety-five, for the inspection of live cattle and products thereof, to include dairy products intended for exportation to any foreign country, and may apply, under rules and regulations to be prescribed by him, the provisions of said act for inspection and certification appropriate for ascertaining the purity and quality of such products, and may cause the same to be so marked, stamped, or labeled as to secure their identity and make known in the markets of

foreign countries to which they may be sent from the United States their purity, quality, and grade; and all the provisions of said act relating to live cattle and products thereof for export shall apply to dairy products so inspected and certified."

The provisions of said act of March 3, 1891, as amended by said act of March 2, 1895, have been construed to include and apply to the export of dairy products. (See B. A. I. Order 91.)

The said act as amended provides:

"SECTION 2. That the Secretary of Agriculture shall also cause to be made a careful inspection of all live cattle, the meat of which, fresh, salted, canned, corned, packed, cured, or otherwise prepared, is intended for exportation to any foreign country, at such times and places, and in such manner as he may think proper, with a view to ascertain whether such cattle are free from disease, and their meat sound and wholesome, and may appoint inspectors who shall be authorized to give an official certificate clearly stating the condition in which such cattle and meat are found, and no clearance shall be given to any vessel having on board any fresh, salted, canned, corned, or packed beef, being the meat of cattle killed after the passage of this act for exportation to and sale in a foreign country from any port in the United States until the owner or shipper shall obtain from an inspector appointed under the provisions of this act a certificate that said cattle were free from disease, and that their meat is sound and wholesome."

"SECTION 4. That said examination shall be made in the manner provided by rules and regulations to be prescribed by the Secretary of Agriculture, and after said examination the carcasses and products of all cattle, sheep, and swine found to be free from disease and wholesome, sound, and fit for human food, shall be marked, stamped, or labeled for identification, as may be provided by said rules and regulations of the Secretary of Agriculture. Any person who shall forge, counterfeit, simulate, imitate, falsely represent, or use without authority, or knowingly and wrongfully alter, deface, or destroy any of the marks, stamps, or other devices provided for in the regulations of the Secretary of Agriculture, of any such carcasses or their products, or who shall forge, counterfeit, simulate, imitate, falsely represent, or use without authority, or knowingly or wrongfully alter, deface, or destroy any certificate or stamp provided in said regulations, shall be deemed guilty of a misdemeanor, and on conviction thereof shall be punished by a fine not exceeding one thousand dollars, or imprisonment not exceeding one year, or by both said punishments, in the discretion of the court."

"SECTION 6. That the inspectors provided for in sections one and two of this act shall be authorized to give official certificates of the sound and wholesome condition of the cattle, sheep, and swine, their carcasses and products described in sections two and four of this act, and one copy of every certificate granted under the provisions of this act shall be filed in the Department of Agriculture, another copy shall be delivered to the owner or shipper, and when the cattle, sheep, and swine, or their carcasses and products, are sent aboard, a third copy shall be delivered to the chief officer of the vessel on which the shipment shall be made."

In like manner section 5 of the oleomargarine act of May 9, 1902, provides that all parts of an act providing for an inspection of meats for exportation, approved August 30, 1890, and of said act of March 3,

1891, and of said amendment thereto of March 2, 1895, which are applicable to the subjects and purposes described in said section shall apply to process or renovated butter.

Attention is particularly directed to sections 2, 4, and 6, previously quoted, of said act of March 3, 1891, as amended, and also to section 1 of said act of August 30, 1890 (for an inspection of meats for exportation), which in part is as follows:

"SECTION 1. * * * Such inspection shall be made at the place where such meats are packed or boxed, and each package of such meats so inspected shall bear the marks, stamps, or other device for identification provided for in the last clause of this section: *Provided*, That an inspection of such meats may also be made at the place of exportation if an inspection has not been made at the place of packing, or if, in the opinion of the Secretary of Agriculture, a reinspection becomes necessary, * * * and for the identification of the same such marks, stamps, or other devices as the Secretary of Agriculture may by regulation prescribe shall be affixed to each of such packages." * * *

The act of March 2, 1901, makes the application of the laws previously mentioned to all dairy products for export, subject to the discretion of the Secretary of Agriculture. The act of May 9, 1902, is mandatory in applying the provisions quoted to renovated butter exported to any foreign country.

Said oleomargarine act of May 9, 1902, provides in section 5 that "The Secretary of Agriculture shall make all needful regulations for carrying that [this] section into effect," and said act of March 2, 1895, section 4, "That said examination shall be made in the manner provided by rules and regulations to be prescribed by the Secretary of Agriculture;" and said act of March 2, 1901, that the Secretary of Agriculture may prescribe rules and regulations for the application of inspection laws to dairy products.

Notice is accordingly given that the foregoing laws, and rules and regulations prescribed for carrying such laws into effect, are appropriate and applicable and will hereafter be applied to dairy products in general exported or offered for export from the United States, and in particular to renovated butter shipped to any foreign country, as follows:

1. The rules and regulations for the inspection and certification of dairy products in general offered for export from the United States, as prescribed and published in an order dated at this office October 30, 1901 (B. A. I. Order 91), are hereby confirmed and renewed, and will continue in force until further notice.

2. The rules and regulations for the manufacture and marking of renovated butter or process butter as prescribed and published in an order dated at this office June 21, 1902 (B. A. I. Order 94), are hereby confirmed and renewed and will continue in force, subject to alterations and amendments which may be made and duly published.

(a) Rule 23 of the order last cited is as follows:

"Attention is called to the fact that the act named makes no provision for the exportation, free of tax, of renovated butter; nor for drawback of tax on such articles when exported. Consequently all renovated butter for export must be stamped and marked the same as for the domestic market."

3. All renovated butter to be exported on and after the 12th day of October, 1902, must be inspected and duly certified before delivery to any vessel, carrier, or transportation company. The officers and agents of all vessels sailing from this country for any foreign country, and of all transportation companies carrying merchandise from the United States consigned to any foreign country, are hereby notified that no renovated butter must be received for such carriage and export unless accompanied by the inspection certificate signed by the Secretary of Agriculture and duly dated and countersigned by an inspecting officer designated for such service. And no clearance shall be given to any vessel having on board any renovated butter for exportation to and sale in a foreign country from any port of the United States until the owner or shipper shall obtain from an inspector a certificate that said renovated butter is believed to be pure, of legal composition, and suitable for export. (Act of Mar. 3, 1891, sec. 2, as amended Mar. 2, 1895, and subsequently made applicable to the purposes of sec. 5, act of May 9, 1902.)

4. Owners or shippers of renovated butter which is to be exported, whether directly from a port of the United States or indirectly through and from the port of a foreign country, shall make a preliminary and general application in writing for such inspection, addressed to the Secretary of Agriculture. The said application shall state the location or place of business of the party making the same and also the usual place or places at which the renovated butter may be inspected and from which it is directly transported to the exporting vessel or railway train, and the probable frequency of such exports. (For this purpose the applicant may use the Form D. D. 46, suitably modified, or Form D. D. 46a.)

5. The Secretary of Agriculture will designate an inspector for the service required and duly notify the applicant.

6. The exporter or shipper will notify the inspector of every shipment to be made by him, at least twelve hours (and as much longer as practicable) before it is necessary to remove the merchandise to the shipping point, and briefly describe the location, form of package, and quantity of renovated butter to be examined. (For this purpose Form D. D. 47 or 47a may be used.) The inspector will not be expected nor required to visit two or more places distant from one another to examine goods to be included in one shipment; if time is available, the examination of any entire shipment may be made at the pier or place of loading for export.

7. An inspection of renovated butter for export may be made at the place of manufacture and an inspection of such renovated butter may also be made at the place of exportation if an inspection has not been made at the place of packing, or if, in the opinion of the Secretary of Agriculture, a reinspection becomes necessary. (Act of Aug. 30, 1890, sec. 1.) The certificate for export will ordinarily be given by the inspector at the place where the customs papers for export are prepared.

8. The inspector at the place of export will examine the merchandise specified in any notice received from shipper, with the least possible delay. And it will be the duty of inspectors to examine any renovated butter for export, upon the application, formal or informal, of transportation companies or their agents, or any such merchandise about to be loaded for export, whether or not notice thereof has been received.

9. Inspectors may examine the renovated butter for export in as much detail as is expedient in their judgment, and may take samples of the same and detain the same until chemical tests of samples can be made, if deemed necessary. If any lot of renovated butter for export is found bearing intact the stamps, marks, and labels prescribed to be placed thereon by the manufacturer, and if the same is shown by the marks thereon to be the product of a factory or factories inspected and approved by the Secretary of Agriculture, the notice of the guaranty or responsibility of the manufacturer being affixed thereto may be accepted as evidence of purity and manufacture in accordance with law and regulations, and the inspector may execute the prescribed certificate for export. And if, in his judgment, it be deemed expedient, the inspector may in exceptional cases affix to packages containing renovated butter for export such additional stamps, marks, or labels," and in such manner as may be prescribed by the Secretary of Agriculture" from time to time by instructions given to inspectors, for the more complete "identification of the same."

10. The inspector will complete, countersign, and issue a certificate of export in the form prescribed and signed by the Secretary of Agriculture. Said certificate shall be dated, shall give the names of consignee and consignor, and shall describe the lot of renovated butter to which it applies. Such description shall include the State, revenue district, and factory number of every factory represented in the lot, and the number of packages from each factory. Said certificates shall state that the renovated butter in question is "the product of approved factories and believed to be pure, of legal composition, and suitable for export;" it shall be issued by serial number in triplicate form. One certificate only shall be issued for each shipment or consignment unless otherwise specially authorized. Both the original and duplicate certificates must be delivered to the exporter. The original is to be attached by him to the bill of lading or manifest accompanying the shipment for the information of the customs authorities, and should be delivered to the chief officer of the vessel upon which said consignment is to be transported and continue with the shipment to destination. The duplicate should be forwarded by the consignor to the consignee, to be used by the latter in identifying the shipment at the port of destination by comparison with the original. The stub which constitutes the third copy of the certificate shall be completed, preserved by the inspector, and forwarded to the Department.

11. If upon examination the inspector finds any renovated butter offered for export, or about to be exported, and which is of doubtful purity notwithstanding the marks upon the same, or incompletely or insufficiently marked for export, or in unwholesome condition and unfit for export, he shall refuse to issue a certificate therefor, and its exportation thereafter will subject all persons concerned therein to the penalties prescribed by law.

12. No renovated butter which has been inspected and certified for export shall have any marks or labels thereon altered or removed in transit, for the purpose of the laws prescribing such marks or labels on such products is "to secure their identity and make known in the markets of foreign countries to which they may be sent from the United States their purity, quality, and grade." In case the marks upon the renovated butter which has been inspected and certified are known to

be thereafter in any manner wrongfully removed, altered, or defaced, the inspector shall cancel the certificate already issued for the same, and shall forthwith notify the consignor, and any transportation company or agent concerned therein, of such cancellation.

13. All persons are warned against violating the laws above quoted, which provide heavy penalties for "any person who shall forge, counterfeit, simulate, imitate, falsely represent, or use without authority, or knowingly and wrongfully alter, deface, or destroy any of the marks, stamps, or other devices" placed upon, or any certificate prepared for use or used in connection with, any renovated butter, by authority of the United States.

14. Inspectors and all officers and agents of this Department are instructed to report at once to the Secretary any instance which comes to their knowledge of the violation of any of the provisions of the laws quoted herein or of these regulations (made as duly authorized by law), with all the facts connected therewith, in order that the person or persons offending may be prosecuted as provided by law.

JAMES WILSON,
Secretary of Agriculture.

[B. A. I. Order 109.]

REGULATIONS FOR INSPECTION AND QUARANTINE OF HORSES, CATTLE, SHEEP, AND
OTHER RUMINANTS, AND SWINE IMPORTED

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., April 10, 1903.

In pursuance of sections 7, 8, and 10 of the act of Congress entitled "An act providing for the inspection of meats for exportation, and prohibiting the importation of adulterated articles of food or drink, and authorizing the President to make proclamation in certain cases, and for other purposes," approved August 30, 1890, and of the act of Congress approved February 2, 1903, entitled "An act to enable the Secretary of Agriculture to more effectually suppress and prevent the spread of contagious and infectious diseases of live stock, and for other purposes," the following regulations are hereby prescribed for the inspection and quarantine of horses, neat cattle, sheep, and other ruminants, and swine imported into the United States on and after May 1, 1903:

1. With the approval of the Secretary of the Treasury, the following-named ports, subports, and customs stations are hereby designated as quarantine stations, and all horses, cattle, sheep, and other ruminants, and swine imported into the United States and which are subject to quarantine and inspection must be entered through said stations, viz:

On the Atlantic seaboard: Boston, Mass.; New York, N. Y.; and Baltimore, Md. On the Pacific seaboard: San Francisco, San Diego, Cal., and Port Townsend, Wash. Along the boundary line between the United States and Mexico: Nogales, Ariz.; El Paso, Eagle Pass, Laredo, and Brownsville, Tex. Along the border or boundary line between the United States and Canada: Vanceboro, Houlton, Van Buren, and Fort Fairfield, Me.; Beecher Falls, Island Pond, Newport, Richford, and St. Albans, Vt.; Rouse Point, Hogansburg, Massena,

Ogdensburg, Cape Vincent, Clayton, Charlotte, Niagara Falls, and Buffalo, N. Y.; Detroit, Port Huron, and Sault Ste. Marie, Mich.; and Pembina, N. Dak.

The following-named stations are designated for the entry of animals which are subject to inspection only, viz: Eastport and Calais, Me.; Derby Line, North Troy, Alburg, and Swanton, Vt.; Mooers Junction, Chateaugay, Fort Covington, Malone, Waddington, Morris-town, Lisbon, and Alexandria Bay, N. Y.; Blaine, Sumas, and Seattle, Wash.

2. The word "animals," when used in these regulations, refers to and includes all or any of the following kinds: Horses, asses, and mules; neat cattle, sheep, and other ruminants; and swine.

Under the word "horses" will be included asses and mules; and under the word "sheep" will be included all ruminants except cattle. The words "contagious diseases," when used in these regulations, includes and applies to all or any of the following diseases: Glanders and farcy, *maladie du coit*, distemper, or strangles, anthrax, contagious pleuro-pneumonia, Texas (or splenetic) fever, tuberculosis, actinomycosis, foot-and-mouth disease, rinderpest, variola, foot rot, scabies, hog cholera, swine plague, and erysipelas.

(a) All horses imported into the United States from any part of the world, except as otherwise provided for the countries of North America, shall be required to pass a veterinary inspection at the port of entry by an inspector of the Bureau of Animal Industry. Such inspector shall not allow the landing of any hay, straw, or forage which accompany shipments of horses originating in any country on the Continent of Europe. In case the inspector finds horses to be affected with any contagious disease, he shall isolate them and immediately report to the Chief of the Bureau of Animal Industry, who may refuse the landing of horses affected with such diseases.

(b) All cattle, sheep, and other ruminants imported into the United States from any part of the world, except as hereinafter provided for the countries of North America, shall be accompanied with a certificate from the local authority of the district in which said animals have been for one year next preceding the date of shipment, stating that no contagious pleuro-pneumonia, foot-and-mouth disease, anthrax, rinderpest, or any other diseases contagious to cattle has existed in said district for the past year.

(c) All swine imported into the United States from any part of the world, except as otherwise provided for the countries of North America, shall be accompanied with a certificate similar to the one required for cattle, sheep, and other ruminants, relating to the existence of foot-and-mouth disease, hog cholera, swine plague, and erysipelas.

(d) All such animals shall also be accompanied with an affidavit by the owner, stating that said animals have been in the district where purchased for one year next preceding the date of sale, and that no contagious disease affecting the species of animals imported has existed among them, nor among any animals of the kind with which they have come in contact, for one year last past, and that no inoculation has been practiced among said animals for the past two years. Also by an affidavit from the importer or his agent supervising the shipment, stating that they have not passed through any district infected with contagious diseases affecting said kind of animals; that they have not been exposed in any possible manner to the contagion of any of

said contagious diseases, and that the animals, when not driven, have been shipped in clean and disinfected cars and vessels direct from the farm where purchased.

(e) The foregoing certificate and affidavits must accompany said animals and be presented to the collector of customs at the port of entry, and by him be delivered to the inspector of the Bureau of Animal Industry stationed at said port, to allow them to be imported into the United States.

4. All neat cattle imported into the United States from any part of the world, except as provided for the countries of North and Central America, Great Britain, Ireland, and the Channel Islands, shall be subject to a quarantine of ninety days, counting from the date of shipment, this date of shipment to be the date of clearance of the vessel bringing the animals to the United States. Sheep and other ruminants and swine from any part of the world, except North and Central America, shall be subject to a quarantine of fifteen days, counting from the date of arrival at the quarantine station: *Provided*, That cattle and sheep imported for slaughter at the port of landing may be imported without quarantine, but shall be subject to such restrictions as the Chief of the Bureau of Animal Industry, after causing an inspection to be made, may consider necessary in each case for guarding the domestic animals of the United States from contagion: *Provided further*, That the period of quarantine for cattle imported from Great Britain, Ireland, and the Channel Islands shall be sixty days, counting from the date of shipment.

5. All cattle over 6 months old imported from Great Britain directly into the United States which are subject to quarantine, except as otherwise provided, shall be tested with tuberculin by an inspector of this Department, stationed in that country, or after arrival at the animal quarantine station at the port of entry. Cattle from countries not otherwise provided for shall be tested in the said quarantine station. All cattle so tested which show a reaction shall be prohibited from entry into the United States or be disposed of as provided in section 10 of these regulations. Cattle imported into the United States directly from the islands of Jersey and Guernsey may be admitted without being tested with tuberculin.

Those desiring animals tested abroad should address Dr. Tooe A. Geddes, care of U. S. Consul-General's Office, London, England.

IMPORTATIONS FROM CANADA INTO THE UNITED STATES.

6. All animals imported into the United States from the Dominion of Canada must be accompanied by an affidavit made by the owner or importer, declaring clearly the purpose for which said animals are imported, viz, whether for breeding purposes, for milk production, for work, for grazing, feeding, or slaughter, or whether they form part of settlers' effects, or whether they are horses entered for temporary stay, as provided by these regulations. Said affidavit must be presented to the collector of customs at the port of entry, who will decide whether the animals are entitled to entry under these regulations, and who will notify the inspector of the Bureau of Animal Industry in all cases where the regulations require an inspection to be made.

(a) Horses for breeding, racing, show, and sale purposes, for grazing or for work, must be inspected at the port of entry. Those

belonging to Indian tribes and settlers, and those used in connection with stock raising (cow ponies) or mining, and those for temporary stay at points along the frontier, not exceeding two weeks, whether for pleasure, driving, or teaming, are not required to be inspected. Horses will be admitted in bond at any port of the United States without inspection for export from any port of the United States; they shall, however, be subject to inspection when exported from ports at which this Department has inspectors stationed.

(b) Cattle for breeding purposes, milk production, grazing, or feeding must be inspected, and must be accompanied by a certificate signed by a Canadian official veterinarian stating that no contagious disease affecting cattle, except tuberculosis and actinomycosis, has existed in the district in which the animals have been kept for six months preceding the date of importation. The owner must present an affidavit that said certificate refers to the cattle in question.

(c) A certificate for cattle over 6 months old for breeding purposes and for milch cows must also show that they have been submitted to the tuberculin test by a Canadian official veterinarian or an inspector of the Bureau of Animal Industry and found free from tuberculosis, giving the date and place of testing, with the chart of reaction, and a description of the cattle, with age and markings.

(d) All cattle imported for breeding, milk production, grazing, or feeding, when not accompanied by the required affidavits and certificates, must be detained in quarantine for one week, at the expense of the owner or importer, under the supervision of the inspector in charge. During this detention a rigid inspection will be made, and cattle over 6 months old for breeding and milk production will be tested with tuberculin. Animals found free from disease at the end of that period will be released.

(e) Those for slaughter shall be inspected.

(f) Those forming part of settlers' effects or belonging to Indian tribes will be admitted through any port without inspection or certification.

(g) Any animals may be required to be inspected at the port of entry, and any cattle showing symptoms of tuberculosis may be subjected to the tuberculin test, upon instructions from the Chief of the Bureau of Animal Industry.

(h) Cattle in bond for export will be admitted without inspection at any of the ports named in section 1 in transit to, and for export from, Portland, Me.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Baltimore, Md.; Newport News and Norfolk, Va.

(i) All sheep imported into the United States for breeding, grazing, or feeding must be inspected, and must be accompanied by a certificate signed by a Canadian official veterinarian, stating that no contagious disease affecting sheep has existed in the district in which the animals have been kept for six months preceding the date of importation. The owner or importer must present an affidavit that said certificate refers to the sheep in question.

(j) Sheep for breeding purposes, grazing, or feeding, when not accompanied by the required affidavits and certificates, must be detained in quarantine for one week at the expense of the owner or importer, under the supervision of the inspector in charge. During this detention a rigid inspection will be made. Sheep found free from disease at the end of this period will be released.

(k) Sheep for grazing or feeding, if accompanied by the required affidavits and certificates, need not be unloaded for inspection.

(l) Sheep for immediate slaughter, and those belonging to Indian tribes or forming part of settlers' effects, will be admitted through any port without inspection or certification.

(m) Sheep in bond for export will be admitted without inspection at any of the ports mentioned in section 1 in transit to, and for export from, Portland, Me.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Baltimore, Md.; Newport News and Norfolk, Va.

(n) All swine shall be subjected to inspection, except those belonging to Indian tribes or forming part of settlers' effects, which will be admitted at any port without inspection. Swine imported for breeding purposes, grazing, or feeding shall be accompanied by an official veterinary certificate, as indicated for cattle and horses. The owner or importer must present an affidavit that said certificate refers to the swine in question. Swine not accompanied by affidavits and certificates will be subject to the same quarantine as provided for sheep.

(o) The railroad cars used in the transportation of animals specified by these regulations must be thoroughly cleaned and disinfected before said animals are placed therein. All litter from previous shipments must be removed, and the car whitewashed with lime and carbolic acid, 1 pound of 100 per cent straw-colored commercial carbolic acid to 5 gallons of lime wash. Unless this regulation is complied with, Canadian animals will not be allowed entry into the United States, and animals from the United States will not be admitted into Canada. Shippers should see that cars are properly cleaned and disinfected before animals are loaded.

IMPORTATIONS FROM MEXICO INTO THE UNITED STATES.

7. (a) Horses for breeding, racing, show, and sale purposes, for grazing or for work, must be inspected at the port of entry. Those belonging to Indian tribes and settlers, and those used in connection with stock raising (cow ponies) or mining, and those for temporary stay at points along the frontier, not exceeding two weeks, whether for pleasure, driving, or teaming, are not required to be inspected. Horses will be admitted in bond at any port of the United States without inspection for export from any port of the United States. They shall, however, be subjected to inspection when exported from ports at which this Department has inspectors stationed.

(b) All cattle imported into the United States from Mexico are subject to inspection. Cattle for breeding purposes, milk production, grazing, or feeding must be accompanied by an affidavit made by the owner, stating that said cattle have been in the district from which shipped for six months next preceding the date of importation, and that no contagious disease affecting cattle has existed among them nor among any animals of the kind with which they have come in contact for six months last past; also by an affidavit made by the importer or his agent supervising the shipment, stating that they have not passed through any district infected with contagious diseases affecting cattle; that they have not been exposed in any possible manner to the contagion of any contagious disease, and that the animals, when not driven, have been shipped in cleaned and disinfected cars and vessels direct from the farm or ranch where purchased.

(c) All cattle imported for breeding purposes, milk production, grazing, or feeding, when not accompanied by the required affidavits, must be detained in quarantine for one week at the expense of the owner or importer, under the supervision of the inspector in charge. During this detention a rigid inspection will be made.

(d) Cattle for immediate slaughter may be admitted, when found free from disease, upon inspection only, and when so entered said cattle shall be subject to the regulations pertaining to the transportation of cattle from the district infected with Texas (or splenic) fever.

(e) Sheep for breeding purposes, grazing, or feeding must be accompanied by an affidavit made by the owner of said sheep stating that they have been in the district from which shipped for six months next preceding the date of importation, and that no contagious disease affecting sheep has existed among them, nor among other animals of the kind with which they have come in contact for six months last past; also by an affidavit made by the importer or his agent supervising the shipment, stating that they have not passed through any district infected with contagious diseases affecting sheep; that they have not been exposed in any possible manner to the contagion of any contagious disease, and that the animals, if not driven, have been shipped in cleaned and disinfected cars and vessels direct from the farm or ranch where purchased. Sheep for breeding purposes, grazing, or feeding, not accompanied by the required affidavits, must be detained in quarantine for one week at the expense of the owner or importer under the supervision of the inspector in charge.

(f) All swine shall be accompanied with affidavits similar to those required for cattle and sheep, relating to the existence of contagious disease affecting swine, and when not accompanied by said affidavits shall be detained in quarantine for one week, as provided for cattle and sheep.

8. Animals admitted from North American countries for immediate slaughter must be consigned to some recognized slaughtering center and must be slaughtered within two weeks from date of entry. All animals admitted for export will be subject to inspection at the port of export.

IMPORTATIONS IN GENERAL.

9. Any person contemplating the importation of animals other than horses from any part of the world, except the countries of North and Central America, must first obtain from the Secretary of Agriculture two permits, one stating the number and kind of animals to be imported, the port, and probable date of shipment, which will entitle them to clearance papers on presentation to the American consul at said port of shipment; the other stating the port at which said animals are to be landed and quarantined and the approximate date of their arrival, and this will assure the reception of the number and kind specified therein at the port and quarantine station named at the date prescribed for their arrival, or at any time during three weeks immediately following, after which the permit will be void. These permits shall in no case be available at any port other than the one mentioned therein. Permits must be in the name of the owner of, or agent for, any one lot of animals. A quarantine release will be given each owner for the number and kind of animals belonging to

him which are discharged from quarantine, and this release will be a certificate of fulfillment of quarantine regulations. In case an importation of animals is owned by more than one person, a release will be issued to each owner covering the animals which belong to him. Permits will be issued to quarantine at such ports as the importer may elect, so far as facilities exist at such port, but in no case will permits for importation at any port be granted in excess of the accommodations of the Government quarantine station at such port. United States consuls should give clearance papers or certificates for animals from their districts intended for exportation to the United States only upon presentation of permits as above provided, with dates of probable arrival and destination corresponding with said permits, and in no case for a number in excess of that mentioned therein. When such shipments originate in the interior of a foreign country, these permits should be submitted to the consul of that district and through the forwarding agent to the consul at the port of embarkation.

10. All animals imported into the United States, and which are subject to inspection, shall be carefully inspected by an inspector of the Bureau of Animal Industry, and all animals found to be free from disease and not to have been exposed to any contagious disease shall be admitted into the United States, subject to the provisions for quarantine as established in section 4, except as otherwise provided. Whenever any animal upon arrival at the port of entry or in the quarantine station is found to be affected with a contagious disease or to have been exposed to such disease, said animal, and all animals that have been in contact with or exposed to said animal, shall be placed in special quarantine. All animals so quarantined, either on arrival at port of entry or after reaching the quarantine station, shall be at once reported by the inspector to the Chief of the Bureau of Animal Industry, who will direct whether or not said animals quarantined shall be appraised and slaughtered, as provided by section 8 of the act approved August 30, 1890.

11. In case of imported animals proving to be infected or to have been exposed to infection, such portions of the cargo or the vessel on which they have arrived as have been exposed to these animals or their emanations shall be subjected, under the direction of the inspector of the Bureau of Animal Industry, to disinfection in such manner as may be considered by said inspector necessary before it can be landed. In all cases the parts of the vessel that have been occupied by imported animals shall be cleaned and disinfected with limewash under the supervision of the inspector of the port.

12. No litter, fodder, or other aliment, nor any ropes, straps, chains, girths, blankets, poles, buckets; or other things used for or about the animals, and no manure, shall be landed from any vessel excepting under such regulations as the inspector shall provide.

13. On moving animals from the ocean steamer to the quarantine grounds they shall not be unnecessarily passed over any highways, but must be placed on cars at the wharves or removed to the cars on a boat which is not used for conveying other animals. If such boat has carried animals within three months, it must be first cleaned and then disinfected under the supervision of the inspector, and after the conveyance of the imported animals the boat must be disinfected in the same manner before it may be again used for the conveyance of

animals. When passage upon or across the public highway is unavoidable in the transportation of animals from the place of landing to the quarantine grounds, it must be under such careful supervision and restrictions as the inspector may in special cases direct.

14. The platforms and chutes used for loading and unloading imported animals shall be reserved for such cattle, or shall be cleansed and disinfected as above before being used for such imported cattle.

15. The railway cars used in the transportation of animals to the quarantine grounds shall be either cars reserved for this exclusive use or box cars not otherwise employed in the transportation of animals or their fresh products, and after each journey with animals to the quarantine grounds they shall be disinfected by thorough cleansing and disinfection under the direction of the inspector.

16. While animals are arriving at the quarantine stations or leaving them, all quarantined stock in the yards adjoining the alleyways through which they must pass shall be rigidly confined to their sheds. Animals arriving by the same ship may be quarantined together in one yard and shed, but those coming on different ships shall in all cases be placed in separate yards.

17. The gates of the quarantine stations and of all yards of said stations shall be kept locked, except when animals are entering or leaving quarantine.

18. The attendants on animals in particular yards are forbidden to enter other yards and buildings, unless such are occupied by stock of the same shipment with those under their special care. No dogs, cats, or other animals, except those necessarily present, shall be allowed in the quarantine grounds.

19. The allotment of yards shall be under the direction of the inspector in charge, who shall keep a register of animals entered, with description, name of owner, name of vessel in which imported, date of arrival and release, and other important particulars.

20. The inspector shall see that water is regularly furnished to the stock. Special places for depositing manure from yards and stables shall be provided, and no manure shall be removed from the quarantine station until the release of the animals from which produced.

21. Milk from quarantined animals shall not be used by any persons other than those in charge of such animals nor fed to any other animals than those within the same lot until ten days after the date of quarantine.

22. Food and attendants must be provided by the owners of the stock quarantined, and said owner or his agent shall give satisfactory assurance to the inspector at the time of admission to quarantine that such provision will be made. The employees of such owners shall keep the sheds and yards clean, to the satisfaction of the inspector, and be subject to the rules of the station. If for any cause the owners of the quarantined stock refuse or neglect to supply food and attendants, the inspector will furnish the same. The food and care so furnished shall be at the expense of the owners of the stock, and the charges therefor will be a lien on the animals. After the expiration of one-third of the quarantine period, if payment has not been made, the owners of the animals will be notified by the inspector that if said charges be not immediately paid or satisfactory arrangements made for the payment, the inspector will sell the stock at public auction at the expiration of the period of quarantine, to pay the expense of food and

care during that period. Notice of the sale will be published once a week for two weeks in a newspaper published in the county where the station is located; the day of sale will be at the expiration of the quarantine period, and at such place as may be designated by the inspector. From the proceeds of the sale an amount equal to the charges for food and care of the animals and the expenses of the sale will be covered into the United States Treasury, and the remainder, if any, will be held for the owners, but if not called for at the end of six months from the date of sale this balance will be deposited in the United States Treasury.

23. Smoking is strictly forbidden within any quarantine inclosure.

24. No visitor shall be admitted to the quarantine station without special written permission from the inspector. Butchers, cattle dealers, and their employees are especially excluded.

25. No public sale shall be allowed within the quarantine grounds.

26. The inspector shall, in his daily rounds, so far as possible, take the temperature of each animal, commencing with the herds that have been longest in quarantine and ending with the most recent arrivals, and shall record such temperatures on lists kept for the purpose. In passing from one herd to another he shall invariably wash his thermometer and hands in a weak solution (1 to 40) of carbolic acid.

27. In case of the appearance of any disease that is diagnosed to be of a contagious nature, the inspector shall notify the Chief of the Bureau of Animal Industry, who shall visit the station personally or send an inspector, and on the confirmation of the diagnosis the herd shall be disposed of according to the gravity of the affection.

28. The yard and shed in which such disease shall have appeared shall be subjected to a thorough disinfection. Litter and fodder shall be burned. Yards, fences, sheds, utensils, and other appliances shall be disinfected as the Chief of the Bureau of Animal Industry may direct.

29. In case of the appearance of any contagious disease, the infected herd shall be rigidly confined to its sheds, where disinfectants shall be freely used, and the attendants shall be forbidden all intercourse with the attendants in other yards and with persons outside the quarantine grounds.

30. The inspector in charge shall see that the above rules and regulations are complied with.

31. This order supersedes B. A. I. Order 56, with its amendments, including B. A. I. Orders 58, 64, 77, and 79.

JAMES WILSON, *Secretary*.

[Amendment 4 to B. A. I. Order 109.]

REGULATIONS FOR INSPECTION AND QUARANTINE OF HORSES, CATTLE, SHEEP, AND OTHER RUMINANTS, AND SWINE IMPORTED

IMPORTATION OF CATTLE, SHEEP, AND OTHER RUMINANTS, AND SWINE FROM THE NETHERLANDS AND BELGIUM.

U. S. DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY,

Washington, D. C., July 22, 1905.

It is hereby ordered that the regulations for the inspection and quarantine of horses, neat cattle, sheep, and other ruminants, and

swine imported into the United States, issued under date of April 10, 1903 (B. A. I. Order 109), be and they are hereby amended by the addition in the second line in section 5 of the said order after the words "Great Britain," the words "or the Netherlands (Holland) and Belgium," and by striking out in the fifth line of the said section the words "stationed in that country," and by inserting in lieu thereof the words "before being exported."

Cattle, sheep, and other ruminants, and swine from the Netherlands and Belgium must be shipped direct from a port of one of those countries to the United States or may be transshipped at an English port. They will not be eligible for entry into the United States if shipped through or landed at any port in continental Europe outside of the Netherlands and Belgium. Cattle imported into the United States from the Netherlands and Belgium will be subjected to a quarantine of ninety days, counting from the date of shipment.

All ruminants and swine imported into the United States from Belgium shall be accompanied with a certificate, issued by the proper government officer, showing that said animals originated in Belgium, or have been in that country for six months next preceding the date of shipment, and that no foot-and-mouth disease or rinderpest existed in that country at the time of shipment, and that the vessel upon which these animals are shipped has been inspected and found free from infection and does not carry any animals, hay, or straw which have recently come from countries infected with said diseases.

The affidavits of the owner and the importer or his agent, required by section (d) of paragraph 2 of B. A. I. Order 109, shall show that animals imported from Belgium have been in that country for six months next preceding the date of sale; that no foot-and-mouth disease or rinderpest has existed among them, nor among animals of the kind with which they have come in contact for six months last past, and that no inoculation against any contagious disease has been practiced among said animals for the past year. The other requirements of said section (d) must be complied with.

Amendment 2 to B. A. I. Order 109 is hereby canceled, and will be void and of none effect after the date hereof.

W. M. HAYS, *Acting Secretary.*

[Amendment 6 to B. A. I. Order 109.]

REGULATIONS FOR INSPECTION AND QUARANTINE OF HORSES, CATTLE, SHEEP, AND
OTHER RUMINANTS, AND SWINE

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., August 14, 1905.

It is hereby ordered that section (i) of paragraph 6 of the regulations for the inspection and quarantine of animals imported into the United States from Canada, issued under date of April 10, 1903 (B. A. I. Order 109), be and is hereby so modified as to permit the importation of sheep from a district infected with scab, provided such sheep are accompanied with a certificate signed by a Canadian official veterinarian, stating that they have been twice carefully dipped under

his personal supervision or under the personal supervision of a Canadian official veterinarian in a lime-and-sulphur dip, or tobacco-and-sulphur dip, of not less strength than is prescribed by regulation 33 of the regulations of the Secretary of Agriculture, effective June 1, 1905, as follows:

The lime-and-sulphur dip, made with 8 pounds of unslaked lime and 24 pounds of flowers of sulphur to 100 gallons of water. The lime and sulphur should be boiled together for not less than two hours, and all sediment allowed to subside before the liquid is placed in the dipping vat.

The tobacco-and-sulphur dip, made with sufficient extract of tobacco or nicotine solution to give a mixture containing not less than five one-hundredths of 1 per cent of nicotine and 2 per cent flowers of sulphur.

W. M. HAYS,
Acting Secretary of Agriculture.

[B. A. I. Order 127.]

RULES AND REGULATIONS IN REGARD TO "RENOVATED BUTTER" AND
"ADULTERATED BUTTER"

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., August 15, 1904.

The act of Congress approved May 9, 1902, and popularly known as "the oleomargarine law," assigned to the Secretary of the Treasury and the Secretary of Agriculture various duties concerning those grades or kinds of butter defined in the law as "adulterated butter" and "process or renovated butter." The two officers named accordingly formulated and approved the necessary rules and regulations for carrying into effect the provisions of the said law, and the same were published as a part of "Regulations 9, revised June, 1902, United States internal revenue."

The rules and regulations concerning renovated butter, and the duties of the Secretary of Agriculture in connection therewith, were first published from this office under date of June 21, 1902, and in an amended form under date of November 1, 1902.

These rules and regulations have now been revised by the joint action of the Secretary of the Treasury and the Secretary of Agriculture, under date of August, 1904.

The orders of June 21 and November 1, 1902 (being B. A. I. Orders 94 and 98), are hereby revoked, and in place thereof the following revision is hereby published for the guidance of officers and employees of this Department and of all others concerned therewith. For general information certain matters are added relating to adulterated butter.

JAMES WILSON, *Secretary.*

RENOVATED BUTTER (OR "PROCESS BUTTER")

[Extracts from act of May 9, 1902.]

"SEC. 4. That for the purpose of this act 'butter' is hereby defined to mean an article of food as defined in 'An act defining butter, also imposing a tax upon and regulating the manufacture, sale, importation, and exportation of oleomargarine,' approved August second, eighteen hundred and eighty-six;^a that 'adulterated butter' is hereby defined to mean a grade of butter produced by mixing, reworking, rechurning in milk or cream, refining, or in any way producing a uniform, purified, or improved product from different lots or parcels of melted or unmelted butter or butter fat, in which any acid, alkali, chemical, or any substance whatever is introduced or used for the purpose or with the effect of deodorizing or removing therefrom rancidity, or any butter or butter fat with which there is mixed any substance foreign to butter as herein defined, with intent or effect of cheapening in cost the product, or any butter in the manufacture or manipulation of which any process or material is used with intent or effect of causing the absorption of abnormal quantities of water, milk, or cream; that 'process butter' or 'renovated butter' is hereby defined to mean butter which has been subjected to any process by which it is melted, clarified, or refined and made to resemble genuine butter, always excepting 'adulterated butter' as defined by this act."

That special taxes are imposed as follows:

"Manufacturers of process or renovated butter shall pay fifty dollars per year and manufacturers of adulterated butter shall pay six hundred dollars per year. Every person who engages in the production of process or renovated butter or adulterated butter as a business shall be considered to be a manufacturer thereof."

* * * * *

"Every person who sells adulterated butter shall be regarded as a dealer in adulterated butter. And sections thirty-two hundred and thirty-two, thirty-two hundred and thirty-three, thirty-two hundred and thirty-four, thirty-two hundred and thirty-five, thirty-two hundred and thirty-six, thirty-two hundred and thirty-seven, thirty-two hundred and thirty-eight, thirty-two hundred and thirty-nine, thirty-two hundred and forty, thirty-two hundred and forty-one, and thirty-two hundred and forty-three of the Revised Statutes of the United States, are, so far as applicable, made to extend to and include and apply to the special taxes imposed by this section and to the person upon whom they are imposed.

"That every person who carries on the business of a manufacturer of process or renovated butter or adulterated butter without having paid the special tax therefor, as required by law, shall, besides being liable to the payment of the tax, be fined not less than one thousand and not more than five thousand dollars; and every person who carries

^a The definition of "butter" referred to is the first section of the original oleomargarine law; it is as follows:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That for the purpose of this act the word "butter" shall be understood to mean the food product usually known as butter, and which is made exclusively from milk or cream, or both, with or without common salt, and with or without additional coloring matter.

on the business of a dealer in adulterated butter without having paid the special tax therefor, as required by law, shall, besides being liable to the payment of the tax, be fined not less than fifty nor more than five hundred dollars for each offense.

"That every manufacturer of process or renovated butter or adulterated butter shall file with the collector of internal revenue of the district in which his manufactory is located such notices, inventories, and bonds, shall keep such books and render such returns of material and products, shall put up such signs and affix such number of his factory, and conduct his business under such surveillance of officers and agents as the Commissioner of Internal Revenue, with the approval of the Secretary of the Treasury, may by regulation require. But the bond required of such manufacturer shall be with sureties satisfactory to the collector of internal revenue, and in a penal sum of not less than five hundred dollars; and the sum of said bond may be increased from time to time and additional sureties required at the discretion of the collector or under instructions of the Commissioner of Internal Revenue."

* * * * *

INSPECTION, MARKING, AND BRANDING SUBJECT TO REGULATIONS OF SECRETARY OF AGRICULTURE.

SEC. 5. All parts of an act providing for an inspection of meats for exportation, approved August thirtieth, eighteen hundred and ninety, and of an act to provide for the inspection of live cattle, hogs, and the carcasses and products thereof which are the subjects of interstate commerce, approved March third, eighteen hundred and ninety-one, and of amendment thereto approved March second, eighteen hundred and ninety-five, which are applicable to the subjects and purposes described in this section shall apply to process or renovated butter. And the Secretary of Agriculture is hereby authorized and required to cause a rigid sanitary inspection to be made, at such times as he may deem proper or necessary, of all factories and storehouses where process or renovated butter is manufactured, packed, or prepared for market, and of the products thereof and materials going into the manufacture of the same. All process or renovated butter and the packages containing the same shall be marked with the words "Renovated butter" or "Process butter" and by such other marks, labels, or brands and in such manner as may be prescribed by the Secretary of Agriculture, and no process or renovated butter shall be shipped or transported from its place of manufacture into any other State or Territory or the District of Columbia, or to any foreign country, until it has been marked as provided in this section. The Secretary of Agriculture shall make all needful regulations for carrying this section into effect, and shall cause to be ascertained and reported from time to time the quantity and quality of process or renovated butter manufactured, and the character and the condition of the material from which it is made. And he shall also have power to ascertain whether or not materials used in the manufacture of said process or renovated butter are deleterious to health or unwholesome in the finished product, and in case such deleterious or unwholesome materials are found to be used in product intended for exportation or shipment into other States or in course of exportation or shipment he shall have power to

confiscate the same. Any person, firm, or corporation violating any of the provisions of this section shall be deemed guilty of a misdemeanor and on conviction thereof shall be punished by a fine of not less than fifty dollars nor more than five hundred dollars or by imprisonment not less than one month nor more than six months, or by both said punishments, in the discretion of the court.

[Extracts from act of June 30, 1905, approved April 23, 1904.]

* * * *“Provided, That the Secretary of Agriculture may construe the provisions of the act of March third, eighteen hundred and ninety-one, as amended March second, eighteen hundred and ninety-five, for the inspection of live cattle and products thereof, to include dairy products intended for exportation to any foreign country and may apply, under rules and regulations to be prescribed by him, the provisions of said act for inspection and certification appropriate for ascertaining the purity and quality of such products, and may cause the same to be so marked, stamped, or labeled as to secure their identity and make known in markets of foreign countries to which they may be sent from the United States their purity, quality, and grade; and all the provisions of said act relating to live cattle and products thereof for export shall apply to dairy products so inspected and certified.”*

RULES AND REGULATIONS REGARDING “RENOVATED BUTTER” (OR “PROCESS BUTTER”) IN ACCORDANCE WITH ACT OF MAY 9, 1902.

1. As the terms “process butter” and “renovated butter” occur throughout the act as synonymous, the article will be designated as “renovated butter” in these regulations and in all correspondence relating thereto.

2. The following explanation of the definition of renovated butter as it occurs in the law has been prepared by the Department of Agriculture and is adopted for guidance in connection with these regulations:

(a) This grade or kind of butter may be made from one or more lots or parcels of butter, which has been or have been “subjected to any process by which it is melted, clarified, or refined and made to resemble genuine butter, always excepting ‘adulterated butter’ as defined by this act.”

(b) The butter, to be subject to this definition, must have been melted—that is, so affected by heat as to become of sufficient fluidity to move in a continuous stream of even consistency from one vessel to another, by pouring or pumping, because butter can not be “clarified or refined” unless it be melted to that degree.

(c) The butter must, besides melting, have been subjected to some process by which it is “clarified or refined.” Butter, or melted butter, may be clarified or refined by skimming, settling, aerating, washing, and other processes, through the action of heat, cold, agitation or motion, or rest.

(d) Butter thus melted and clarified or refined becomes an oil or fat almost free from taste and odor. To be again “made to resemble genuine butter” it must have restored to it the butter characteristics or similitude of texture, granulation, and flavor. For this purpose the processed or renovated butter is usually mixed with milk or skim milk,

or buttermilk, or cream, sweet or sour, and granulated by cooling. It may or may not have common salt or artificial coloring added. To "resemble genuine butter" the article must have passed through these or other processes, subsequent to melting, so that it looks, smells, and tastes like "butter," having a similar appearance, consistency, texture, and flavor.

(e) It may be assumed that the object of subjecting a lot or lots of butter to such a process is to remove rancidity, sourness, mold, or other fault or feature which has impaired its merchantable quality, or to otherwise renew or improve the product, so that the substance is truly "renovated," although such object is not expressed in the act.

(f) But if, in such process, "or in any (other) way," "any acid, alkali, chemical, or any substance whatever is introduced" or used, or if "there is mixed (therewith) any substance foreign to butter," or if in any way the substance is made to hold "abnormal quantities of water, milk, or cream," the substance or commodity is to be recognized and treated as "adulterated butter" under this act.

(g) Renovated butter having 16 per cent or more of moisture will be held to contain "abnormal quantities of water, milk, or cream," and be, therefore, classed as "adulterated butter."

3. Section 4 of the act of May 9, 1902:

"Manufacturers of process or renovated butter shall pay fifty dollars per year * * * Every person who engages in the production of process or renovated butter * * * as a business shall be considered a manufacturer thereof."

The special-tax year begins July 1. The special tax of manufacturers who commence business in the month of July will be reckoned for one year, and the tax of manufacturers who commence business after the month of July will be reckoned proportionately from the 1st day of the month from which the liability to special tax commenced to the 1st day of July following.

4. Every manufacturer of renovated butter, before commencing business (or at least within the month in which liability to special tax commenced), must register with the collector of the district in which the business is to be carried on, his name, or style, place of residence, business, and the place where such business is to be carried on, and procure a special-tax stamp at the rate of \$50 per annum, which stamp he is to place and keep conspicuously posted in his establishment or place of business; and on the 1st day of July in each year he will again so register and procure a new special-tax stamp and post it as above stated.

5. Under the provisions of section 4 of said act, the tax of one-fourth of 1 cent per pound imposed thereby on renovated butter is to be represented by coupon stamps, to be provided by the Commissioner of Internal Revenue as authorized by existing laws. A fractional part of a pound shall be taxed as a pound.

6. For this purpose tax-paid stamps will be furnished in denominations of 10, 20, 30, 40, 50, 60, and 100 pounds, each stamp bearing nine coupons. Such stamps must contain the name of the collector, his district and State, and show thereon the date of payment of the tax, the number of pounds and the number of the factory.

7. On the withdrawal of a package of renovated butter, the proper tax-paid stamp must be affixed thereto by the manufacturer, by the use of adhesive material, and if the packages be of wood not less than

five tacks must be driven through each stamp, one in each corner, and one in the middle of the stamp. The stamp when so affixed must be immediately canceled. The blank spaces reserved for the manufacturer must be properly filled up by him in accordance with the plain requirements of the form of the stamp. This is not optional with the manufacturer, but a requirement. In the blank space in the lower left-hand corner of the stamp must be inserted the date when the stamp was affixed and canceled. This is required to be done before the renovated butter is removed from the factory. The date of issue must be entered on the stamp by the collector at the time the same is issued. For the purpose of cancellation the manufacturer will use a stencil plate or rubber stamp by which there shall be printed five parallel waved lines long enough to extend beyond each side of the stamp onto the package.

The printing on the stamp must be plain and distinct, and the waved lines must be fine enough to avoid obliterating the reading matter and figures contained in the tax-paid stamp. The imprinting must be with blacking or other durable coloring material, over and across the stamp, and in such manner as not to deface the stamp—that is, so as not to daub and make it illegible.

8. The stamp must be affixed to the side of the package, to a smooth surface, in such manner as to be readily canceled in the manner above described. When a package contains a number of pounds between 10 and 20, a 10-pound stamp with the necessary number of coupons attached will be issued to cover the net weight. Packages containing more than 20 pounds and less than 30 pounds will have attached a 20-pound stamp with a suitable number of coupons to represent the contents. Larger-sized packages will be similarly stamped.

9. Every manufacturer of renovated butter will be required to file with the collector a notice on Form 507, together with an inventory, Form 509, when making application for special-tax stamp as manufacturer. At the same time he will file a bond, Form 508, in a penal sum to be fixed by the collector of internal revenue for his district, but in no case less than \$500.

Collectors of internal revenue will decline to approve the bond of a manufacturer of renovated butter until they are satisfied that the premises to be used for the manufacture of that article are entirely separate from those used for the manufacture of adulterated butter or oleomargarine, or for the handling or manipulation of butter not taxable under the act of May 9, 1902. (See Treas. Dec. 588, Oct. 6, 1902.)

10. Each manufacturer of renovated butter is required to keep books and make returns showing the quantity of materials received on the factory premises, and the quantity of finished materials removed therefrom. Sample pages of book (Form 511) to be kept by manufacturers will be furnished to collectors, but the book must be provided by the manufacturer, as the same is not supplied by the Government.

11. Form 499 has been prescribed for monthly returns of manufacturers of renovated butter, and such forms will be furnished through the collectors of internal revenue.

In preparing Form 499 manufacturers should note on pages 1 and 2 the quantities of materials used in producing renovated butter each day of the month and the quantity produced. On page 2 is a space

provided for a special account of tax-paid renovated butter returned to the factory. On page 3 of this form, as well as "Form 499, inside page," should be noted the date when renovated butter is sold, removed, or destroyed, together with the amount by packages and pounds; also to whom sold or consigned, giving the name, place of business, residence, county, and State. A manufacturer of renovated butter can sell and report as sold on this form, if such be the case, his entire output of renovated butter each day to himself.

The last page of this form contains a recapitulation of the quantity of renovated butter produced and disposed of during the month, and the quantity on hand at the beginning and at the end of each month. This should be prepared with great care. The certificate in this form must be executed by the manufacturer or his duly authorized representative, and sworn to before a deputy collector, or an officer authorized to administer oaths generally.

12. Collectors will give to each manufacturer of renovated butter in their respective districts a factory number, the numbers to be consecutive, and not thereafter changed. A new number should be given to a new factory unless it be the successor to some former manufacturer and factory, in which event it could retain the old number. The factory number applies to the manufacturer and his establishment rather than to the building.

13. Every manufacturer of renovated butter shall place and keep over the principal entrance of the factory wherein his business is carried on, so that it can be distinctly seen, a sign, with letters thereon not less than 3 inches in length, printed in oil colors or gilded, giving his full name and business and the number of his factory, as follows:

A ——— B ———

MANUFACTURER OF RENOVATED BUTTER.

Factory No. ———.

14. Whenever any manufacturer's package of renovated butter is empty it will be the duty of the person who removes the contents thereof to utterly destroy the tax-paid stamp on such empty package. Any person having in his possession empty renovated butter packages the tax-paid stamps on which have not been destroyed will be liable to a heavy penalty.

On the 6th day of October, 1902, the following ruling was made by the Commissioner of Internal Revenue:

"It is now held that original packages of oleomargarine or renovated butter may be shipped from the manufactory or place of business of the wholesale dealer securely covered in such a manner as to protect the contents from injury, provided the words 'Oleomargarine' or 'Renovated butter,' as the case may be, are plainly marked or stenciled on the outside of such wrapper or covering, on two sides thereof, opposite each other, in gothic letters not less than one-half inch square, and so placed as to be plainly visible and easily read.

"It must be understood that the use of such covering is permitted for the purpose only of protecting the packages and contents from injury while in transit, and the same should not be allowed to remain on the packages after they have reached their destination, or when

in the hands of the retail dealer. Neither will storage in warehouses of stamped packages thus covered be permitted, but the covering, whatever it is, shall be placed on the packages at the time of shipment and no longer in advance thereof than actually necessary."

It shall be further understood that authority to ship original packages with the stamps, marks, and brands concealed will in no manner abridge the right of internal revenue officers to examine such packages for the purpose of inspecting the stamps, marks, and brands thereon, or making other investigations.

The authority here given is merely experimental and will be withdrawn immediately upon evidence appearing that the concession is made use of for the purpose of evading the law or the deception of the public or the officers of internal revenue.

15. Attention is called to the fact that the act named makes no provision for the exportation, free of tax, of renovated butter, nor for drawback of tax on such articles when exported. Consequently, all renovated butter for export must be stamped and marked the same as for the domestic market.

The law neither defines nor imposes special taxes upon wholesale or retail dealers in renovated butter. Neither does it describe the manner of sale of such product by dealers. However, renovated butter should always bear or be accompanied by the evidence that the manufacturer's tax thereon has been paid.

16. Section 5 of said act of May 9, 1902, requires that all renovated butter and the packages containing the same shall be marked with the words "Renovated butter" or "Process butter," and by such other marks, labels, or brands, and in such manner as may be prescribed by the Secretary of Agriculture. To carry this provision into effect, the Secretary of Agriculture prescribes the following rules for labeling, marking, and branding:

17. Every manufacturer's package of renovated butter shall have affixed thereto a label, on which shall be printed the number of the factory and the revenue district and State in which it is located, together with the following notice:

"MANUFACTURER'S DECLARATION AND NOTICE.

"*Factory No. ———, ——— district, State of ———.*

"The manufacturer of the RENOVATED BUTTER^a (or process butter) herein contained has complied with all the requirements of the law and regulations authorized thereby. Every person is cautioned not to use again, either this package for renovated butter or the tax stamp thereon, nor to remove the contents of this package without destroying said stamp, nor to remove, alter, or deface this notice or any of the required marks in connection herewith, under penalty provided by law in such cases."

This label or notice shall be printed in black, upon white paper, and shall be not less than 5 nor more than 7 inches long, and not less than 3 inches in width. The label must be securely affixed by paste to the side of the package and opposite or on a different side (not the top or bottom) from that to which the tax stamp is attached, and in such a

^a See size and style required for these two words at this place, on page 159, Nos. 2 and 3.

way as to be exposed to view and easily read. After being affixed, this label must be covered with a coating of transparent and water-proof varnish or similar substance. The words "Renovated butter" in this notice must be printed in one or two lines and in plain gothic letters at least three-eighths inch square. There must also be plainly marked or stenciled on the outside of every package the gross, tare, and net weight in pounds.

If any manufacturer's package, bearing the revenue stamp, contains inner packages holding 4 pounds or more (such as 5-pound wooden boxes, or paper-board cartons), the label or notice prescribed by this rule must also be affixed, in like manner, to every one of such inner packages.

When a dealer in renovated butter sells to another dealer, for resale, renovated butter in subdivision packages of less than 10 pounds, the dealer so selling shall mark on each such unstamped package sold for resale, the words "This is a subdivision taken from a properly stamped package of renovated butter." This notice should be printed directly on the package, or on a slip to be pasted thereon, and the letters must be of a size and shape to be conspicuous and easily read.

18. Renovated butter may be packed by the manufacturer thereof in firkins, tubs, or packages of wood or other suitable material not before used for that purpose; but each package must contain not less than 10 pounds; and, when packed in a solid body or mass, there shall be stamped or branded into the upper surface of the butter the words "Renovated butter" in one or two lines, the letters to be gothic style, not less than one-half inch square and depressed not less than one-eighth inch.

19. Manufacturers will be permitted to pack prints, bricks, or rolls of renovated butter not less than one-half pound each in weight; but each print, brick, or roll must have stamped thereon the words "Renovated butter," in two lines, the letters to be depressed, of gothic style, not less than three-eighths inch square, and sunken not less than one-eighth inch. The contents of any package less than 10 pounds, and including 5-pound boxes, will be treated the same as a brick or roll.

20. Renovated butter for export must be stamped and marked the same as for the domestic market. When prepared expressly for export to a foreign country and duly inspected and certified for export, the Secretary of Agriculture will authorize the manufacturer thereof, or the dairy inspector who issues the export certificate, to brand the product concerned, at the factory or at place of export, with the word "firsts," or "seconds," or "thirds," in addition to and closely following the word "butter," as prescribed by rule 18, and to place a similar mark or brand upon every package, closely following the label prescribed by rule 17; and when so marked or branded the additional word shall be in letters of the same style or kind as prescribed for the word "butter" in said rules, but at least one-third less in size. The Secretary of Agriculture will determine the word to be thus used in accordance with the inspection for export as duly made and the quality of the product as thereby ascertained. (This additional branding will be done pursuant to existing law concerning dairy products for export and which authorizes the said Secretary to "cause the same to be so marked, stamped, or labeled as to secure their identity and make known in the markets of foreign countries to which they may be sent from the United States their purity,

quality, and grade." See appropriation act for the Department of Agriculture, approved April 23, 1904, p. 4.)

21. Prints, bricks, or rolls, as provided by rule 19, may be packed in manufacturers' stamped packages with or without coverings, wrappers, or inner packages of paper, cloth, wood, or other material; but every cover or wrapper of every description must have the words "Renovated butter," in two lines, conspicuously marked, branded, stamped, or printed thereon in black or nearly black upon a white or light ground, in full-faced gothic letters not less than three-eighths inch square, and so placed as to be the only marking upon one side or surface of the inner parcel as packed. Upon wrappers usual for prints and rolls, this marking must be placed by itself near the middle of the wrapper, and the latter so used that the designated name will be the most conspicuous marking upon the outside of the wrapped print or roll, when removed from the stamped package. This rule applies to all cartons, their coverings and linings; also to all wooden boxes of 5 pounds, more or less.

22. No mark whatever shall be placed upon any form of renovated butter, in depressed characters, in addition to those prescribed by rules 18, 19, and 20. And no marks, labels, or brands in addition to those prescribed by the foregoing rules shall be placed upon renovated butter, nor upon the coverings, wrappers, or packages containing the same, with the sole exception of the shipping marks usual to commerce, unless duly and specifically authorized by the Secretary of Agriculture. Any manufacturer desiring to use additional marks upon coverings, wrappers, or packages of renovated butter may submit the same in print or other suitable design to the Secretary of Agriculture, who will, if approved, duly authorize the use of the same. Samples of all markings formally approved, and bearing such approval indorsed thereon, shall be kept on file at the factory to which they apply, for the convenient reference of inspectors and others, and no coverings, wrappers, cartons, or packages otherwise marked shall be used or kept for use or for any purpose in any factory subject to inspection.

23. All factories where renovated butter is manufactured, packed, or prepared for market, as well as the materials used and to be used, the processes and the products, will be inspected from time to time by officers or agents specially designated for that purpose by the Secretary of Agriculture. Inspectors will be required to report upon "the character and condition of the material" and "the quantity and quality" of the product in such manner as may be prescribed.

24. Renovated butter should not be removed or separated from the original package bearing the tax stamp and other prescribed marks, when it is in transportation, the subject of interstate commerce, exported, or whenever and wherever offered for sale, until delivered to the consumer or purchaser in retail trade. And dealers, as well as all other persons, should note the special and heavy penalties prescribed by law for removing, altering, or defacing any of the marks placed upon renovated butter, its wrappings, packages, etc., pursuant to law and regulations, except as provided in rule 14 of this series. But these marks when upon bulk packages are necessarily destroyed in the course of retail trade, and retailers may prepare, for convenience of customers, not more than one day in advance of sales, small parcels and packages, marked for identification in accordance with regula-

tions, provided such retail packages remain in, or stacked upon, or in contact with the manufacturer's package originally containing the same, until such contents have been bargained for and sold, provided that in so doing none of the required stamps and markings are concealed or effaced. Retail dealers should not keep renovated butter for sale in any form completely separated from and independent of the manufacturer's stamped package, because the absence of tax-paid stamps would be prima facie evidence of the nonpayment of the tax, and subject the renovated butter to seizure on that ground.

25. Correspondence and all administrative details under the rules numbered 3 to 15, inclusive, above, are assigned to the Commissioner of Internal Revenue, Treasury Department. And, similarly, all matters under the rules 16 to 23, inclusive, are assigned to the Dairy Division, Bureau of Animal Industry, Department of Agriculture.

JAMES WILSON,
Secretary of Agriculture.

Approved.

L. M. SHAW,
Secretary of the Treasury.

REGARDING ADULTERATED BUTTER

The following extracts from the Treasury Regulations refer mainly to adulterated butter:

(In explanation of the first part of section 4, act of May 9, 1902.)

The evident intent of this section is to define all products properly known or designated as butter, and to separate them into three classes for the purposes of the act. The first paragraph of the section adopts the definition of "butter" used in the act of August 2, 1886, as being "The food product usually known as butter, which is made exclusively from milk or cream, or both, with or without common salt, and with or without additional coloring matter."

All butter which does not come under the terms of this definition, therefore, necessarily falls into one of the other two classes, upon which a tax is laid.

The next paragraph of the section defines "adulterated butter," the product which bears the higher rate of tax, in a long clause, which is evidently intended to describe with some particularity well-defined forms of adulteration as examples or guides.

Such are, first, "A grade of butter produced by mixing, reworking, reurning in milk or cream, refining, or in any way producing a uniform, purified, or improved product from different lots or parcels of melted or unmelted butter or butter fat, in which any acid, alkali, chemical, or any substance whatever is introduced or used for the purpose or with the effect of deodorizing or removing therefrom rancidity;" second, "Any butter or butter fat with which there is mixed any substance foreign to butter as herein defined, with intent or effect of cheapening in cost the product, or any butter in the manufacture or manipulation of which any process or material is used with intent or effect of causing the absorption of abnormal quantities of water, milk, or cream."

Briefly stated, the first instance describes reworked or renovated butter to which a foreign substance has been added to "deodorize or remove rancidity;" the second instance describes butter cheapened

in cost by admixtures, or made to "contain abnormal quantities of water, etc." (so-called emulsified or milk-blended butter).

The third paragraph of the section defines "process butter" or "renovated butter" essentially as butter which has been subjected to the processes generally used for the renovation of butter, but without the introduction or use of "any acid, alkali, chemical, or any substance whatever," and without being made to contain "abnormal quantities of water, milk, or cream."

It follows, therefore, that "renovated butter" is butter, as defined in the law of August 2, 1886, containing nothing foreign to that product, but which, having become impaired in quality, has been subjected to melting and other renovating processes.

ADULTERATED BUTTER DEFINED.

The definition of adulterated butter as contained in the act of May 9, 1902, embraces butter in the manufacture of which any process or material is used whereby the product is made to "contain abnormal quantities of water, milk, or cream," but the normal content of moisture permissible is not fixed by the act. This being the case it becomes necessary to adopt a standard for moisture in butter which shall, in effect, represent the normal quantity. It is, therefore, held that butter having 16 per cent or more of moisture contains an abnormal quantity and is classed as adulterated butter.

LADLED BUTTER.

The product commonly known as "ladled" butter is a grade of butter made by mixing and reworking different lots or parcels of butter so as to secure a uniform product. This is known by various names to the trade. This product will not be held to be renovated butter unless in addition to being reworked it is melted and refined. It will not be held to be adulterated butter unless materials foreign to statutory butter are added to it, or it is made to contain 16 per cent or more of water. Persons who engage in the production of "ladled" butter as a business will be held liable to special tax as manufacturers of renovated butter if they melt and refine their product, and to special tax as manufacturers of adulterated butter if they use in it substances foreign to statutory butter or produce a butter having 16 per cent or more of water. Persons who sell "ladled" butter which is adulterated will be liable to special tax as dealers in adulterated butter.

CREAMERY BUTTER.

Grades of butter produced in large establishments directly from milk or cream are known as creamery butter. The manufacturers of this butter will not be held liable to special tax unless they involve their product in one or the other rate of tax as set forth above with reference to "ladled" butter. The owners of such establishments must see that their product is statutory butter, and they must exercise particular care with reference to its water content.

WHEN PRODUCT IS OLEOMARGARINE.

The addition of small quantities of a foreign fat, lard, or oil to butter will render the product liable to tax as oleomargarine, and the producer thereof to special tax as manufacturer of oleomargarine.

WHEY BUTTER.

Whey butter is classed as adulterated butter when it contains 16 or more per cent of moisture.

SWEET BUTTER.

"Sweet" or unsalted butter, is made and sold to some extent, especially in the large cities. When made by reworking country butter it must necessarily fall under the classification of "renovated butter," as the salt can not be removed except by a process of melting and separating. If the product reaches or exceeds the limit of 16 per cent of water content, or if materials foreign to butter are added to it for the purpose or with the effect of removing rancidity or of cheapening the product, it will be classed as "adulterated butter," or as oleomargarine if foreign fats are added.

NOTE.—The complete regulations regarding "adulterated butter," as well as those for oleomargarine, may be obtained from the office of the Commissioner of Internal Revenue, Treasury Department, Washington, D. C.

SUPPLEMENTAL NOTICES AND INSTRUCTIONS

In addition to the foregoing, all persons concerned should note that besides the penalties prescribed in the internal-revenue laws relating to special taxes and tax stamps there are specific penalties named in the last sentence of section 5 of the act of May 9, 1902 (see p. 149), for violation of the provisions in that section for shipping and transporting "from its place of manufacture into any other State or Territory or the District of Columbia, or to any foreign country," renovated butter which has not been marked and prepared in all respects in accordance with the foregoing "needful regulations" duly made for carrying the said law into effect. And there are also specific penalties named in the acts of Congress referred to in the first sentence of said section 5, and which are thereby made applicable to renovated butter, for altering or destroying any marks placed thereon pursuant to law and regulations; or, in other words, for the violation of rule 24, on page 155.

Samples of the words "Renovated butter," as required by rules 17, 18, 19, and 21, will be found on the following page.

All inspectors, officers, or agents of the Department of Agriculture assigned to duty under this order will report promptly to the Secretary of Agriculture all violations of these regulations observed by them and all cases of failure fully to conform to the laws herein specified and the rules prescribed for their enforcement. Also any case in which butter claimed to be "renovated" is believed to be "adulterated butter" in accordance with the legal definition thereof.

All inspectors, officers, or agents of the Department of Agriculture will at all times render every possible assistance to officers and agents of the Commissioner of Internal Revenue, Treasury Department, in the discharge of their duty under the act of May 9, 1902.

Instructions will be issued to agents of this Department from time to time regarding the inspection of factories, routes of transportation, and markets, and the reports to be rendered thereon. All such reports will be addressed to Dr. D. E. Salmon, Chief of the Bureau of Animal Industry.

JAMES WILSON, *Secretary*.

SAMPLE OF FULL-FACED GOTHIC LETTERS.

One-half inch square.
No. 1.

Three-eighths inch square.
No. 2.

No. 3.

RENOVATED
BUTTER

RENOVATED BUTTER

RENOVATED
BUTTER

[B. A. I. Order 129.]

REGULATIONS CONCERNING THE IMPORTATION OF HAY AND STRAW FROM
CONTINENTAL EUROPE

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., October 4, 1904.

Under authority of the act of Congress entitled "An act to enable the Secretary of Agriculture to more effectually suppress and prevent the spread of contagious and infectious diseases of live stock, and for other purposes," approved February 2, 1903, and to prevent the introduction of the contagion of anthrax, pleuro-pneumonia, or foot-and-mouth disease,

It is hereby ordered that all hay or straw, the product of any country of continental Europe, or which has been transported through any of said countries, shall be disinfected as may be prescribed by the Chief of the Bureau of Animal Industry, at the expense of the importer, before being unloaded from the vessel bringing it into any port of the United States, and when unloaded and landed it shall be stored and held in quarantine for a period of not less than three months in some place acceptable to the Chief of the Bureau of Animal Industry and under conditions prescribed by him.

The order of April 28, 1904 (B. A. I. Order 124), prohibiting the importation of hay and straw, is hereby revoked.

JAMES WILSON, *Secretary.*

[Amendment 1 to B. A. I. Order 129.]

REGULATIONS CONCERNING THE IMPORTATION OF HAY AND STRAW FROM
CONTINENTAL EUROPE

IMPORTATION OF HAY AND STRAW FROM BELGIUM.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., July 21, 1905.

It is ordered that the regulations concerning the importation of hay and straw from continental Europe as contained in B. A. I. Order 129, issued October 4, 1904, be and they are hereby modified so as to permit the importation of hay and straw from Belgium when accompanied by a certificate issued by the proper Government officer, showing that such articles originated in Belgium or have been in that country for a period of six months; that no foot-and-mouth disease or rinderpest existed in that country at the time of their shipment and that the vessel upon which these articles have been shipped has been inspected and found free from infection and does not carry any hay, straw, or animals which have recently come from a country infected with said diseases.

W. M. HAYS, *Acting Secretary.*

[B. A. I. Order 136.]

REGULATIONS FOR CERTIFYING ASSOCIATIONS OF BREEDERS OF
PURE-BRED LIVE STOCK AND RECORDS OF PEDIGREESU. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., June 20, 1906.

In accordance with paragraph 473 of the act of Congress entitled "An act to provide revenue for the Government and to encourage the industries of the United States," approved July 24, 1897, authorizing the Secretary of Agriculture to "determine and certify to the Secretary of the Treasury what are recognized breeds and pure-bred animals," as amended by the act of Congress approved March 3, 1903, entitled "An act regulating the importation of breeding animals," the following regulations are hereby prescribed for the certification of associations of breeders of pure-bred live stock and books of record of pedigrees:

CERTIFICATION OF AMERICAN ASSOCIATIONS AND BOOKS OF RECORD

APPLICATION FOR CERTIFICATION.

1. Any association in the United States desiring certification by the Secretary of Agriculture to the Secretary of the Treasury, under the provisions of paragraph 473 of the act of July 24, 1897, as amended March 3, 1903, shall submit the following:

(a) If incorporated, with capital stock, a statement showing amount of capital and number of shares, the names of incorporators, names and residences of directors and officers, names and residences of shareholders, with the amount of stock held by each, and a copy of its charter.

(b) If unincorporated, or if incorporated without stock, a statement showing the names and residences of officers and directors, and the names and residences of members. An association incorporated without capital stock shall submit a copy of its charter.

(c) A statement of the foreign associations with which it is affiliated, with the names and addresses of the custodians of their books of record, a copy of its constitution and by-laws and rules of entry, and copies of all blank forms used in the conduct of its business, such as applications for registry, certificates of registry, transfer, etc.; a complete set of the published volumes of its book of record (unless already on file), and a statement of its financial condition on the 30th of June preceding date of application.

REGULATION OF CERTIFIED ASSOCIATIONS.

2. (a) Each certified association shall submit a copy of each volume of its book of record to the Department as soon as published. The Department advises that at least one volume be published annually; however, in cases where circumstances make it impossible to do this, a statement shall be submitted showing how often the book of record will be published, and this statement will be considered. The

schedule so adopted shall be adhered to, but the interval allowed between publication of any two volumes shall not exceed four years.

(b) On or before August 1 of each year, each certified association shall submit to the Department a report of its operations during the preceding fiscal year. This report shall include a statement of the number of animals of each sex registered during the year, and the number of imported animals of each sex registered, with the countries from which they were imported; also copies of any changes that may have been made during the year in the constitution and by-laws, rules of entry, or blank forms used by the association in the conduct of its business. Operations during the fiscal year ending June 30, 1906, are partially covered by reports already submitted, and, therefore, a report will not be required on August 1, 1906, but the report for August 1, 1907, shall cover the period of eighteen months from January 1, 1906, to June 30, 1907.

(c) No change shall be made by a certified American association in its rules of entry, constitution, or by-laws concerning the registration of imported animals unless first submitted to, and approved by, the Department. Changes in the person or place of business of the custodian of the book of record shall be reported without delay.

(d) The report required by the preceding paragraph shall also include a statement of the books of record published during the preceding fiscal year by the affiliated foreign associations. Any changes in the person or place of business of the custodians of such books of record shall be promptly reported to the Department by the secretaries of certified affiliated American associations. The foreign associations with which certified American associations are affiliated are given in paragraph 6 of this order. By the term "affiliated associations" the Department means an association whose pedigree certificates are accepted for record by a certified American association.

(e) To simplify the methods formerly used to ascertain the pure breeding of animals imported for breeding purposes, the Department has recommended to the Secretary of the Treasury that in all cases where a foreign association is affiliated with a certified American association, the certificate of the custodian of the book of record of the latter, and no other, that animals are pure bred, of a recognized breed, and duly registered in the books of record established for that breed, shall be accepted by the officers of the customs as sufficient to entitle such animals to free entry.^a No such imported animals, certificate of whose registration is to be presented to the customs officers for free entry, shall be registered by a certified American association unless they are pure bred, of a recognized breed, and duly registered by one of the affiliated foreign associations in its book of record established for that breed, or from sires and dams so registered, except that registration in Canadian books of record may be recognized where animals so registered trace on both sides to stock registered by a certified foreign association for that breed, affiliated with a certified American association for that breed. Registration contrary to the provisions of this paragraph of imported animals registered in books of record not included in section 6 of this order, or in one of the amendments to this order, to obtain the duty-free privilege for such animals, will render an association registering such animals liable to withdrawal of certification.

^a Treasury Department orders to this effect become effective on July 1, 1906.

(f) Should any association fail to act in conformity with any or all of these regulations, notice shall be sent at once to such association. Failure to comply within thirty days after sending of such notice, or to submit reasonable explanation for the delay, shall be regarded as sufficient ground for the withdrawal of the certification of the Secretary of Agriculture.

(g) Statements made under the provisions of these regulations shall be under oath by the secretary of each association.

(h) Each association in the United States which has, or may have, the certification of the Secretary of Agriculture, shall hold all its books open to inspection by the proper officer of this Department at any time.

CERTIFICATION OF FOREIGN ASSOCIATIONS AND BOOKS OF RECORD

3. When a foreign association desires the certification of the Secretary of Agriculture, the custodian of its book of record shall submit to the Department a complete set of the published volumes of such book of record to date of making application, forwarding them to the address given in paragraph 4 of this order. When such foreign association is affiliated with one or more certified American associations, the official indorsement of the custodians of the books of record of the latter shall be shown, stating that such foreign associations register only animals which are pure bred and of a recognized breed. The Department reserves the right, however, to be governed in all cases by the advice of representatives of the United States abroad, if the necessity for such a course exists.

4. Custodians of the books of record of certified foreign associations shall submit the volumes of their books of record direct to the Department as soon as published, addressing them to the Chief of the Bureau of Animal Industry, in care of the United States Dispatch Agent, 277 Broadway, New York, N. Y., U. S. A.

OFFICIAL COMMUNICATIONS.

5. All books of record, official papers, reports, and other communications submitted under the provisions of this order should be addressed to the Chief of the Bureau of Animal Industry, Department of Agriculture, Washington, D. C., except as mentioned in the preceding paragraph.

CERTIFIED AMERICAN ASSOCIATIONS AND AFFILIATED FOREIGN ASSOCIATIONS.

6. The following American associations and books of record have been certified to the Secretary of the Treasury on this date. Immediately opposite the names of certified American associations are shown the foreign associations and books of record with which they are affiliated. To obtain the duty-free privilege, certificates of the latter, and no others, except as provided in section 2, paragraph (e), of this order, shall be accepted by American associations for record, subject to proper scrutiny under the provisions of this order.

Cattle.

Name of breed.	American books of record.		Foreign books of record.	
	Book of record.	By whom published.	Book of record.	By whom published.
Aberdeen Angus.....	American Aberdeen Angus Herdbook.	American Aberdeen Angus Breeders' Association, Thomas McFarlane, secretary, Union Stock Yards, Chicago, Ill.	Polled Herdbook.....	Polled Cattle Society. Alex. Ramsay, secretary, 9 Old Market place, Banff, Scotland.
Ayrshire.....	Ayrshire Record.....	Ayrshire Breeders' Association, C. M. Winslow, secretary, Brandon, Vt.	Ayrshire Herdbook.....	Ayrshire Cattle Herdbook Society of Great Britain and Ireland, John Howie, secretary, 58 Alloway street, Ayr, Scotland.
Devon.....	American Devon Record.....	American Devon Cattle Club, L. P. Sisson, secretary, Newark, Ohio.	Davy's Devon Herdbook.....	Devon Cattle Breeders' Society, John Risdon, jr., secretary, Wivelscombe, Somerset, England.
Galloway.....	American Galloway Herdbook.	American Galloway Breeders' Association, Charles Gray, secretary, Union Stock Yards, Chicago, Ill.	Galloway Herdbook.....	Galloway Cattle Society, Rev. John Gillespie, secretary, Mouswald Manse, Ruthwell, R. S. O., Dumfriesshire, Scotland.
Guernsey.....	Herd Register of the American Guernsey Cattle Club.	American Guernsey Cattle Club, William H. Caldwell, secretary, Peterboro, N. H.	English Guernsey Herdbook.	English Guernsey Cattle Society, Edwin H. Young, secretary, 12 Hanover square, London, W., England.
Hereford.....	American Hereford Record.....	American Hereford Cattle Breeders' Association, C. R. Thomas, secretary, 225 West Twelfth street, Kansas City, Mo.	Guernsey Herdbook.....	Royal Guernsey Agricultural Society, Henry Carré, secretary, St. Peter's Port, Island of Guernsey.
Holstein Friesian.....	Holstein Friesian Herdbook..	Holstein Friesian Association of America, Frederick L. Houghton, secretary, Brattleboro, Vt.	Herdbook of Hereford Cattle.	Hereford Herdbook Society, W. C. G. Britten, secretary, 20 East street, Hereford, England.
Jersey.....	Herd Register of the American Jersey Cattle Club.	American Jersey Cattle Club, J. J. Hemmingsway, secretary, 8 West Seventeenth street, New York, N. Y.	Friesian Herdbook (Friesch Rundvee-Stamboek).	Friesch Rundvee-Stamboek, D. van Konijnenburg, secretary, Leeuwarden, Holland.
Red Polled.....	Red Polled Herdbook.....	Red Polled Cattle Club of America (Incorporated), H. A. Martin, secretary, Gotham, Wis.	North Holland Herdbook (Rundvee-Stamboek "Nord Jersey").	Vereniging het Rundvee-Stamboek "Nord Holland," D. Laan, secretary-treasurer, Schellinkhout, Holland.
Shorthorn.....	American Shorthorn Herdbook.	American Shorthorn Breeders' Association, John W. Groves, secretary, Union Stock Yards, Chicago, Ill.	English Herdbook and Register of Jersey Cattle.	Royal Jersey Agricultural Society, John A. Perree, secretary, 8 Church street, St. Helier, Island of Jersey.
Sussex.....	American Sussex Register.....	American Sussex Association, Overton Lea, secretary, Nashville, Tenn.	Red Polled Herdbook.....	English Jersey Cattle Society, John Thornton, secretary, 7 Princes street, Hanover Square, London, W., England.
			Coates's Herdbook.....	Red Polled Society of Great Britain and Ireland, Albert D. Egan, secretary, Mercury office, Norwich, Norfolk, England.
			Sussex Herdbook.....	Shorthorn Society of Great Britain and Ireland, E. J. Powell, secretary, 12 Hanover square, London, W., England.
				Sussex Herdbook Society, W. C. Young, secretary, 191 Fleet street, E. C., London, England.

Horses.

Belgian Draft.....	American Register of Belgian Draft Horses.	American Association of Importers and Breeders of Belgian Draft Horses, J. D. Conner, Jr., secretary, Wabash, Ind.	Stud Book des Chevaux de Trait Belges.	Société le Cheval de Trait Belge, Chevalier G. Hyndrick, secretary, Brussels, Belgium.
Cleveland Bay.....	American Cleveland Bay Studbook.	Cleveland Bay Society of America, R. P. Stericker, secretary, 80 Chestnut avenue, West Orange, N. J.	Cleveland Bay Studbook.....	Cleveland Bay Horse Society of Great Britain and Ireland, Thomas Curry, Jr., secretary, Morton Carr, Nunthorpe, E. S. O., England.
Clydesdale.....	American Clydesdale Studbook.	American Clydesdale Association, R. B. Ogilvie, secretary, Union Stock Yards, Chicago, Ill.	Yorkshire Coach Horse Studbook.	Yorkshire Coach Horse Society of Great Britain and Ireland, Fred Walker, secretary, The Grange, Appleton Roebuck, Bolton Percy, R. S. O., England.
French Coach.....	French Coach Studbook.....	French Coach Horse Society of America, Duncan E. Willett, secretary, 2112 Michigan avenue, Chicago, Ill.	Clydesdale Studbook.....	Clydesdale Horse Society of the United Kingdom of Great Britain and Ireland, Archibald MacNeillage, secretary, 93 Hope street, Glasgow, Scotland.
Do.....	French Coach Horse Register.	French Coach Horse Registry Company, Charles C. Glenn, secretary, 1319 Wesley avenue, Columbus, Ohio.	Le Studbook Français, Register des Chevaux de Demi-Sang.	Commission des Studbooks des Chevaux de Demi-Sang, Directeur-Général des Haras, Ministère de l'Agriculture, Paris, France.
French Draft.....	National Register of French Draft Horses.	National French Draft Horse Association of America, C. E. Stubbs, secretary, Fairfield, Iowa.	Do.....	Do.
German Coach.....	German, Hanoverian, and Oldenburg Coach Horse Studbook.	German, Hanoverian, and Oldenburg Coach Horse Association of America, J. Crouch, secretary, Lafayette, Ind.	Studbook des Chevaux de Trait Français.	Société des Agriculteurs de France, M. Henri Johanet, secretary, 8 Rue d'Athènes, Paris, France.
Hackney.....	American Hackney Studbook.	American Hackney Horse Society, A. H. Godfrey, secretary, P. O. box 111, Madison square, New York, N. Y.	Studbook Percheron de France.	La Société Hippique Percheronne de France, M. A. Thieux, secretary, Nogent-le-Rotrou, France.
Oldenburg.....	Oldenburg Coach Horse Register.	Oldenburg Coach Horse Association of America, C. E. Stubbs, secretary, Fairfield, Iowa.	Ostfriesisches Stutbuch.....	Landwirtschaftlichen Hauptverein für Ostfriesland, H. Th. Arjes, secretary, Norden, Germany.
Percheron.....	Percheron Studbook of America.	Percheron Society of America, George W. Stubbs, secretary, Union Stock Yards, Chicago, Ill.	Stutbuch der Ministeriäldisch-Oldenburgischen Geest.	Zuchtverband des südlichen Zuchtgebietes, J. W. Künge, secretary, Oldenburg, Germany.
			Oldenburg Stutbuch.....	Verband der Züchter des Oldenburger eleganten schweren Kutschpferdes, Justus Schüssler, secretary, Rodenkirchen, Oldenburg, Germany.
			Hackney Studbook.....	Hackney Horse Society, Frank F. Euren, secretary, 12 Hanover square, London, W., England.
			Oldenburg Stutbuch.....	Verband der Züchter des Oldenburger eleganten schweren Kutschpferdes, Justus Schüssler, secretary, Rodenkirchen, Oldenburg, Germany.
			Stutbook Percheron de France.	La Société Hippique Percheronne de France, M. A. Thieux, secretary, Nogent-le-Rotrou, France.

Horses—Continued.

Name of breed.	American books of record.		Foreign books of record.	
	Book of record.	By whom published.	Book of record.	By whom published.
Percheron.....	Percheron Register.....	The Percheron Registry Company, Chas. C. Glenn, secretary, 1319 Wesley avenue, Columbus, Ohio.	Studbook de France.	La Société Hippique Percheronne de France, M. A. Thieux, secretary, Nogent-le-Rotrou, France.
Do.....	The American Breeders and Importers' Percheron Register.	The American Breeders and Importers' Forney, secretary, Plainfield, Ohio.do.....	Do.
Shetland Pony	American Shetland Pony Club Studbook.	American Shetland Pony Club, Mortimer Leveting, secretary, Lafayette, Ind.	Shetland Pony Studbook.....	Shetland Pony Studbook Society, Robert R. Ross, secretary, Balmoral Buildings, Aberdeen, Scotland.
Shire.....	American Shire Horse Studbook.	American Shire Horse Association, Chas. Burgess, sr., secretary, Wenoona, Ill.	Shire Horse Society Studbook	Shire Horse Society, J. Sloughgrove, secretary, 11 Chandos street, Cavendish square, London, W., England.
Suffolk.....	American Suffolk Horse Studbook.	American Suffolk Horse Association, Alex. Galbraith, secretary, Jancenville, Wis.	Suffolk Studbook.....	Suffolk Horse Society, Fred Smith, secretary, Rendlesham, Woodbridge, Suffolk, England.
Thoroughbred.....	American Studbook.....	The Jockey Club, James E. Wheeler, registrar, 571 Fifth avenue, New York, N. Y.	Australian Studbook.....	W. C. Yuille & Sons, Melbourne, Australia.
			General Studbook.....	Weatherly & Sons, 6 Old Burlington street, London, W., England.
			Le Studbook Français, Registrar des Chevaux de Pur-Sang.	Commission des studbook des Chevaux de Pur-Sang, Directeur-Général des Haras, Ministère de l'Agriculture, Paris, France.

Sheep.

Cheviot.....	American Cheviot Sheep Flock Book.	American Cheviot Sheep Society, F. E. Dawley, secretary, Fayetteville, N. Y.	Cheviot Sheep Society.	Cheviot Sheep Society, John Robson, secretary, Newton, Bellingham, Northumberland, England.
Cotswold.....	American Cotswold Record.....	American Cotswold Registry Association, F. W. Harding, secretary, Waukesha, Wis.	Cotswold Flock Book.....	Cotswold Sheep Society, James W. Taylor, secretary, Cold Ashton, Cheltenham, England.
Dorset Horn.....	Continental Dorset Club Record.	The Continental Dorset Club, Joseph E. Wing, secretary, Mechanicsburg, Ohio.	Dorset Horn Flock Book.....	Dorset Horn Sheep Breeders' Association, Thomas H. Ensor, secretary, 54 South street, Dorchester, Dorset, England.
Hampshire Down.....	Hampshire Down Flock Record.	Hampshire Down Breeders' Association of America, Comfort A. Tyler, secretary, Nottawa, Mich.	Hampshire Down Flock Book	Hampshire Down Sheep Breeders' Association, James E. Rawlence, secretary, 49 The Canal, Salisbury, England.
Leicester.....	American Leicester Record.....	American Leicester Breeders' Association, A. J. Temple, secretary, Cameron, Ill.	Leicester Flock Book.....	Leicester Sheep Breeders' Association, W. A. Brown, secretary, Elms Villa, Great Driffield, East Yorkshire, England.

Lincoln.....	National Lincoln Sheep Breeders' Association, Bert Smith, secretary, Charlottetown, Mich.	Lincoln Longwool Sheep Breeders' Association, William Frankish, secretary, St. Benedict's square, Lincoln, England.	Lincoln Longwool Sheep Breeders' Association, William Frankish, secretary, St. Benedict's square, Lincoln, England.
Oxford Down.....	American Oxford Down Record Association, W. A. Shalor, secretary, Hamilton, Ohio.	Oxford Down Flock Book.....	Oxford Down Sheep Breeders' Association, A. F. Milton Druce, secretary, 11 Queen street, Oxford, England.
Shropshire.....	American Shropshire Registry Association, Mortimer Levering, secretary, Lafayette, Ind.	Shropshire Flock Book.....	Shropshire Sheep Breeders' Association and Flock Book Society, Alfred Mansel & Co., secretaries, College Hill, Shrewsbury, England.
Southdown.....	American Southdown Breeders' Association, Frank S. Springer, secretary, 510 East Monroe street, Springfield, Ill.	Southdown Flock Book.....	Southdown Sheep Society, W. J. Wickison, secretary, 12 Hanover square, London, W., England.
Suffolk.....	American Suffolk Flock Registry Association, George W. Franklin, secretary, Des Moines, Iowa.	Suffolk Flock Book.....	Suffolk Sheep Society, Ernest Prentice, secretary, 64 Oxford street, Ipswich, Suffolk, England.
<i>Hogs.</i>			
Berkshire.....	American Berkshire Association, Frank S. Springer, secretary, 510 East Monroe street, Springfield, Ill.	British Berkshire Herdbook..	British Berkshire Society, Edgar Humfrey, secretary, Shippon, Abingdon, England.
Tamworth.....	American Tamworth Swine Record Association, E. N. Ball, secretary, Ann Arbor, Mich.	Herdbook of the National Pig Breeders' Association.do.....	National Pig Breeders' Association, John Parr, secretary, Ruddington, Nottingham, England.
Yorkshire.....	American Yorkshire Club, Harry G. Krum, secretary, White Bear Lake, Minn.		Do.
<i>Dogs.</i>			
Fifty-seven recognized breeds.	American Kennel Club, A. P. Vredenburgh, secretary, 55 Liberty street, New York, N. Y.	Kennel Club Studbook..... Fox Hound Kennel Studbook. Greyhound Studbook..... Schweizerisches Hundestammbuch.	Kennel Club, E. W. Jaquet, secretary, 7 Grafton street, Bond street, London, W., England. Masters of Fox Hounds Association, H. E. Preston, editor, Middlethorpe Manor, York, England. National Coursing Club, W. F. Lamsonby, keeper of the Greyhound Studbook, Windsor House, Bream's Buildings, London, E. C., England. Schweizerische Kynologische Gesellschaft Staub, secretary, Zollikon, near Zurich, Switzerland.

Cats.

Name of breed.	American books of record.		Foreign books of record.	
	Book of record.	By whom published.	Book of record.	By whom published.
Longhaired (Angora or Persian); Short-haired (Siamese, Manx, Mexican, Abyssinian, Indian, Russian, and Japanese).	United States Register and Studbook (except Appendix).	United States Official Register Association (Incorporated), Mrs. S. Hazen Bond, registrar, 310 First street SE., Washington, D. C.	National Cat Club Studbook and Register.	National Cat Club of England, Doctor Roper, secretary, Beckenham, Kent, England.
Longhaired (Persian or Angora); Short-haired (Russian Siamese, Japanese, Mexican, Manx, Abyssinian, Native).	Studbook of the American Cat Association.	American Cat Association, Lucy C. Johnson, secretary-treasurer, 5223 Madison avenue, Chicago, Ill.do.....	Do.

CERTIFIED AMERICAN ASSOCIATIONS NOT AFFILIATED WITH FOREIGN ASSOCIATIONS.

7. The following American associations and books of record have been certified to the Secretary of the Treasury on this date. The certificates of their custodians will be accepted by the customs officers in the same manner as those in paragraph 6 of this order:

Cattle.

Name of breed.	Book of record.	By whom published.
Brown Swiss (Schwytz)	Swiss Record.....	Brown Swiss Cattle Breeders' Association, C. D. Nixon, secretary, Owego, N. Y.
Dutch Belted.....	Dutch Belted Cattle Herdbook.	Dutch Belted Cattle Association of America, H. B. Richards, secretary, Easton, Pa.
Polled Durham.....	American Polled Durham Herdbook.	Polled Durham Breeders' Association, Fletcher S. Hines, secretary, P. O. box 445, Indianapolis, Ind.

Horses.

American Trotter.....	American Trotting Register....	American Trotting Register Association, William H. Knight, secretary, 355 Dearborn street, Chicago, Ill.
Morgan.....	American Morgan Register.....	American Morgan Register Association, H. T. Cutts, secretary, Middlebury, Vt.
Saddle Horse.....	American Saddle Horse Register.	American Saddle Horse Breeders' Association, I. B. Nall, secretary, Louisville, Ky.

Asses.

Jacks and jennets.....	American Jack Stock Studbook.	American Breeders' Association of Jacks and Jennets, J. W. Jones, secretary, Columbia, Tenn.
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Sheep.

Merino (Delaine).....	Dickinson Spanish Merino Sheep Register.	Dickinson Merino Sheep Record Company, H. G. McDowell, secretary, Canton, Ohio.
Do.....	Improved Delaine Merino Register.	Improved Delaine Merino Sheep Breeders' Association, George A. Henry, secretary, R. F. D. 8, Bellefontaine, Ohio.
Do.....	National Delaine Merino Register.	National Delaine Merino Sheep Breeders' Association, J. B. Johnson, secretary, 248 West Pike street, Canonsburg, Pa.
Merino (French).....	American Rambouillet Record.	American Rambouillet Sheep Breeders' Association, Dwight Lincoln, secretary, Milford Center, Ohio.
Merino (German).....	International Von Homeyer Rambouillet Club Record.	International Von Homeyer Rambouillet Club, E. M. Moore, secretary, Orchard Lake, Mich.
Merino (Spanish).....	Register of the Michigan Merino Sheep Breeders' Association.	Michigan Merino Sheep Breeders' Association, E. N. Ball, secretary, Ann Arbor, Mich.
Do.....	Register of the New York State American Merino Sheep Breeders' Association.	New York State American Merino Sheep Breeders' Association, J. H. Earll, secretary, Skaneateles, N. Y.
Do.....	Register of the Ohio Merino Sheep Breeders' Association.	Ohio Merino Sheep Breeders' Association, Wesley Bishop, secretary, R. F. D. 1, Delaware, Ohio.
Do.....	Register of the Standard American Merino Sheep Breeders' Association.	Standard American Merino Sheep Breeders' Association, J. P. Ray, secretary, R. F. D. 3, East Bloomfield, N. Y.
Do.....	Register of the Vermont Merino Sheep Breeders' Association.	Vermont Merino Sheep Breeders' Association, C. A. Chapman, secretary, Middlebury, Vt.

Hogs.

Name of breed.	Book of record.	By whom published.
Cheshire.....	Cheshire Herdbook.....	Cheshire Swine Breeders' Association, Ed. S. Hill, secretary, Freeville, N. Y.
Chester, Ohio Improved	O. I. C. Record.....	O. I. C. Swine Breeders' Association, J. C. Miles, secretary, Cleveland, Ohio.
Duroc Jersey.....	American Duroc Jersey Record.	American Duroc Jersey Swine Breeders' Association, T. B. Pearson, secretary, Thorntown, Ind.
Do.....	National Duroc Jersey Record..	National Duroc Jersey Record Association, Robert J. Evans, secretary, Peoria, Ill.
Hampshire (Thin Rind).	American Hampshire Record...	American Hampshire Swine Record Association, E. C. Stone, secretary, Armstrong, Ill.
Poland China.....	American Poland China Record.	American Poland China Record Company, W. M. McFadden, secretary, Union Stock Yards, Chicago, Ill.
Do.....	National Poland China Record.	National Poland China Record Company, A. M. Brown, secretary, Drawer 16, Winchester, Ind.
Do.....	Southwestern Poland China Record.	Southwestern Poland China Record Association, H. P. Wilson, secretary, Gadsden, Tenn.
Do.....	Standard Poland China Record.	Standard Poland China Record Association, George F. Woodworth, secretary, Maryville, Mo.

CERTIFIED FOREIGN ASSOCIATIONS NOT AFFILIATED WITH AMERICAN ASSOCIATIONS.

8. The following foreign associations and books of record have been certified to the Secretary of the Treasury on this date. Certificates accompanying animals imported for breeding purposes which are registered in these books shall be forwarded by the importer, as soon as possible after the purchase of such animals, direct to the Chief of the Bureau of Animal Industry, Department of Agriculture, Washington, D. C., for examination, and will be mailed to the importer as he directs, immediately after examination:

Cattle.

Name of breed.	Book of record.	By whom published.
Highland.....	Highland Herdbook.....	Highland Cattle Society of Scotland, Duncan Shaw, secretary, 42 High street, Inverness, Scotland.
Hollander.....	Ostpreussisches Herdbuch.....	Herdbuchgesellschaft zur Verbesserung des in Ostpreusse gezüchteten Holländer Rindviehs, J. Peters, secretary, Königsberg, Germany.
Do.....	Westpreussisches Herdbuch....	Herdbuchgesellschaft für Züchtung von Holländer Rindvieh in Westpreussen in Danzig, Franz Rasch, secretary, Zoppot, Germany.
Holsteinische Elbmarsch.	Herdbuch des Viehzucht-Vereins für die Holsteinische Elbmarsch.	Viehzucht-Verein f. d. Holsteinische Elbmarsch, Hofbesitzer J. Bahlmann, secretary, Dorfreihe bei Elmshorn, Germany.
Jeverland.....	Herdbuch des Jeverländischen Herdbuch-Vereins	Jeverländer Herdbuch-Verein in Hohenkirchen, Ökonomierat Jurgens, president, Hohenkirchen, Germany.
Kerry and Dexter Kerry.	English Kerry and Dexter Herdbook.	English Kerry and Dexter Cattle Society, F. A. Hordern, secretary, 12 Hanover square, London, W., England.
Norman.....	Herdbook de la Race Normande Pure.	M. Delahoguet, secretary-treasurer, Caen, France.
Oldenburg.....	Herdbuch für die Oldenburghischen Wesermarschen.	Oldenburger Wesermarsch-Herdbuch-Verein, Ad. Runge, secretary, Oldenburg, Germany.
Ostfriesischen.....	Stammbuch Ostfriesischer Rindviehschläge.	Verein Ostfriesischer Stammviehzüchter, H. Th. Arjes, secretary, Norden, Germany.
Welsh.....	Welsh Black Cattle Herdbook..	Welsh Black Cattle Society, James Thomas & Son, secretaries, 9 Victoria place, Haverfordwest, South Wales.

Horses.

Name of breed.	Book of record.	By whom published.
Hanoverian.....	Hannoversches Stutbuch.....	Hannoversche Stutbuch-Commission, Freiherr V. Troschke, president, Hannover, Germany.
Holstein Coach.....	Gestutbuch der Holsteinischen Marschen.	Verband der Pferdezüchter in den Holsteinischen Marschen, Johannes Clüver, secretary, Elmshorn, Holstein, Germany.
Trakehnen.....	Ostpreussisches Stutbuch.....	Landwirthschaftlichen Central-Verein für Litauen und Masuren, Doctor Tolkiehn, secretary, Insterburg, Germany.

Sheep.

Kent, or Romney Marsh.	Kent, or Romney Marsh Flock Book.	Kent Sheep Breeders' Association, W. W. Chapman, secretary, Room 4, Mowbray House, Norfolk street, Strand, London, W. C., England.
Wensleydale.....	Wensleydale Blue-faced Sheep Flock Book.	Incorporated Wensleydale Blue-faced Sheep Breeders' Association and Flock Book Society, John A. Willis, secretary, Manor House, Carperby, Aysgarth Station, R. S. O., England.
Do.....	Wensleydale Flock Book.....	Wensleydale Longwool Sheep Breeders' Association and Flock Book Society, T. F. King, secretary, Wynbury, Leyburn, Yorkshire, England.

9. The word "American" used in this order refers to the United States.

10. This order becomes effective on July 1, 1906.

11. B. A. I. Order 130 and amendments thereto are hereby revoked.

JAMES WILSON, *Secretary.*

The law of March 3, 1903, governing the importation of animals for breeding purposes, and amending paragraph 473 of the act of July 24, 1897, is as follows:

"Any animal imported by a citizen of the United States specially for breeding purposes shall be admitted free, whether intended to be so used by the importer himself or for sale for such purpose: *Provided*, That no such animal shall be admitted free unless pure bred, of a recognized breed, and duly registered in the books of record established for that breed: *And provided further*, That certificate of such record and of the pedigree of such animal shall be produced and submitted to the customs officer, duly authenticated by the proper custodian of such book of record, together with the affidavit of the owner, agent, or importer that such animal is the identical animal described in said certificate of record and pedigree: *And provided further*, That the Secretary of Agriculture shall determine and certify to the Secretary of the Treasury what are recognized breeds and pure-bred animals under the provisions of this paragraph. The Secretary of the Treasury may prescribe such additional regulations as may be required for the strict enforcement of this provision. Cattle, horses, sheep, or other domestic animals straying across the boundary line into any foreign country, or driven across such boundary line by the owner for temporary pasturage purposes only, together with their offspring, may be brought back to the United States within six months free of duty, under regulations to be prescribed by the Secretary of the Treasury: *And provided further*, That the provisions of this act shall apply to all such animals as have been imported and are in quarantine, or otherwise in the custody of customs or other officers of the United States, at the date of the passage of this act."

[B. A. I. Order 140.]

SPECIAL ORDER PROVIDING FOR IMPORTATION OF CANADIAN ANIMALS
FOR EXHIBITION AT JAMESTOWN EXPOSITION, NORFOLK, VA.U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., December 20, 1906.

It is hereby ordered, that Canadian animals, including horses, cattle, sheep, goats, and swine, may be imported into the United States for exhibition at the Jamestown Exposition, provided they are accompanied by a certificate of a Canadian official veterinarian stating that such animals are free from any contagious or infectious diseases and have not been exposed to the contagion of such diseases affecting each particular species for a period of three months preceding the date of shipment. All such animals must be loaded at a point of shipment in Canada into clean and disinfected cars for transportation to the United States, and a certificate from the railroad agent must accompany said cars showing that they were duly cleaned and disinfected in the manner prescribed in the regulations of this Department. Such animals must be entered at one of the designated animal quarantine stations (principal stations, St. Albans, Vt.; Buffalo, N. Y.; Detroit, Mich.; Port Huron, Mich.), and on their arrival the inspector of the Bureau of Animal Industry at said station will countersign the official veterinary certificate (or permit in the case of cattle) herein provided for and allow the animals, if found free from disease, to proceed to the Jamestown Exposition, subject to veterinary inspection at that point. All such Canadian animals must be loaded and shipped in cars in which they can and do have proper feed, water, space, and opportunity to rest, and must not be unloaded in any public stock yards or other point until they reach the Jamestown Exposition grounds.

Any person contemplating the importation of neat cattle from Canada must make application to this Department for a permit to import cattle for that purpose. Said application must give the number of cattle and a description of each, covering breed, registration number, and state at what point the cattle are to be imported and the names of the railroads by which and over which said cattle are to be transported to the city of Norfolk, Va. This application must be accompanied by a certificate from a Canadian official veterinarian stating that no contagious disease affecting cattle, excepting tuberculosis and actinomycosis, has existed in the district in which such cattle have been kept for the past year, and that the cattle have been examined by him and are free from contagious diseases. The cattle of Canadian origin which are not sold to remain in the United States must be returned immediately to Canada at the close of the exhibition. All such cattle that are to remain in the United States must be tested with tuberculin by an inspector of the Bureau of Animal Industry, and will not be allowed shipment to destination in the United States unless such test shows them to be free from tuberculosis.

JAMES WILSON,
Secretary of Agriculture.

[B. A. I. Order 141.]

SPECIAL ORDER PROVIDING FOR IMPORTATION OF ANIMALS OTHER
THAN CANADIAN FOR EXHIBITION AT JAMESTOWN EXPOSITIONU. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., December 20, 1906.

It is hereby ordered, that horses from Great Britain and the Continent of Europe may be imported into the United States for exhibition at the Jamestown Exposition, provided they pass a veterinary inspection by an inspector of the Bureau of Animal Industry at the port of entry.

It is further ordered that the quarantine period for cattle imported for this Exposition from Great Britain, Ireland, and the Channel Islands shall be sixty days, counting from the date of shipment. Cattle imported from the Netherlands and Belgium will be subjected to a quarantine of ninety days, counting from the date of sailing. The period of quarantine for sheep and other ruminants and swine shipped from the above countries shall be fifteen days, counting from the date of arrival at the port of entry.

Any person contemplating the importation of cattle, sheep, and other ruminants and swine for exhibition at this Exposition must make application to this Department for a permit to import and quarantine said animals for that purpose. This application must state the number and kind of animals to be imported, the port from which shipped, and the probable date of shipment, and must further state the port at which said animals are to be landed and quarantined and the approximate date of their arrival. United States consuls will not give clearance papers or certificates for the shipment of animals from their districts unless the importer presents a duly signed permit issued by this Department covering the shipment.

The regulations of this Department governing the inspection and quarantine of horses, neat cattle, sheep, and other ruminants and swine imported into the United States will govern generally in the care and supervision of such animals in their shipment from the port of entry to the animal quarantine station and after arrival at such station. The certificates of health provided for in the above regulations will also be required for animals imported for this Exposition. All cattle covered by the provisions of this order may be imported without a tuberculin test, provided that after the expiration of the quarantine period they are shipped directly from the animal quarantine station to the Exposition grounds without unloading in any public stock yards or other point en route. After the close of the Exposition, however, if such cattle are to remain in the United States, they must be tested with tuberculin by an inspector of the Bureau of Animal Industry, and will not be allowed shipment to destination in the United States unless such test shows them to be free from tuberculosis.

JAMES WILSON,
Secretary of Agriculture.



REGULATIONS FOR INSPECTION AND SHIP- MENT OF LIVE STOCK

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., May 1, 1905.

The following regulations governing the inspection, disinfection, certification, treatment, handling, and method and manner of delivery and shipment of live stock which is the subject of interstate commerce, are issued for the guidance of all persons and corporations concerned in the handling or movement of live stock. The regulations heretofore issued by the Secretary of Agriculture on this subject shall cease to be effective on and after June 1, 1905, on and after which date the regulations herein published shall become and be effective, until otherwise ordered.

JAMES WILSON,
Secretary of Agriculture.

GENERAL REGULATIONS

REGULATION 1. When the Secretary of Agriculture shall determine the fact that cattle or other live stock in a State or Territory or the District of Columbia are affected with any contagious, infectious, or communicable disease, notice will be given of that fact. A rule will be issued placing in quarantine all or a portion of the State or Territory or the District of Columbia in which the disease exists, and this rule will either absolutely forbid the movement of live stock from the quarantined area or will indicate the regulations under which live stock may be moved therefrom.

REGULATION 2. Before offering cattle or other live stock for transportation, or transporting them, or introducing them into any public stock yards or upon public highways or lines of interstate traffic, all persons or corporations owning, managing, or transporting cattle or other live stock are required to exercise reasonable diligence to ascertain that such animals are not affected with any contagious or infectious disease and have not been exposed to the contagion or infection of disease by contact with other animals so diseased or by location in or upon pens, premises, cars, or other vehicles contaminated by diseased animals. All persons having charge of diseased or exposed cattle or other live stock are required to keep them confined and to permit no other animals to come in contact with them. Premises or vehicles which have contained diseased or exposed cattle or other live stock shall not be occupied by healthy animals until the said premises or vehicles shall have been disinfected as hereinafter provided.

REGULATION 3. Cars, boats, and other vehicles that have been used for the interstate transportation of diseased or exposed cattle or other live stock shall be cleaned and disinfected, as hereinafter provided. If the facilities for cleaning and disinfecting cars can not be provided at the point of destination, the railroad company shall seal, bill, and forward the infected cars to a point to be agreed upon between an agent of the company and a representative of the Bureau of Animal Industry, and shall there clean and disinfect the said cars in the presence of an employee of the Bureau of Animal Industry.

REGULATION 4. Cars, boats, and other vehicles intended for use in interstate transportation of healthy and nonexposed cattle or other live stock within or from a quarantined area shall be cleaned and disinfected as hereinafter provided, unless it shall be shown to the satisfaction of the inspector of the Bureau of Animal Industry either that said cars have been cleaned and disinfected according to regulation 3, and have not carried or contained animals since that cleaning and disinfection, or that the cars have never been used for the transportation of diseased or exposed animals.

REGULATION 5. Public stock yards, feeding stations and approaches, chutes, alleys, and pens thereof, which have contained diseased or exposed animals shall, before healthy or nonexposed animals are placed therein, be cleaned and disinfected as hereinafter provided. Failure to clean and disinfect will subject the said places to quarantine.

REGULATION 6. When, in the opinion of the Secretary of Agriculture, the shipment or removal of hay, straw, forage, or similar material from a quarantined area is liable to spread the contagion or infection of any disease affecting live stock, said shipment or removal will either be absolutely prohibited or permitted under restrictions which will be indicated in each particular case.

REGULATION 7. When deemed necessary, shipments of live stock and of the articles named in regulation 6 will be stopped in transit for inspection and disposition, and all persons and corporations having control of the transportation of such live stock or articles shall cease the carriage or transit of the same upon receipt of an order from an inspector of the Bureau of Animal Industry, shall submit the live stock to inspection, and shall disinfect the said articles if required.

REGULATION 8. Where, in order to prevent the spread of a disease, it becomes necessary to slaughter any diseased or exposed live stock, the value of the live stock shall be ascertained and compensation made therefor, either by agreement with the owner or by appraisal in the manner provided by the law of the State or Territory wherein the owner of the live stock has his legal residence.

REGULATION 9. Where inspection and certification are required by the regulations of the Secretary of Agriculture, inspection and certification by an inspector of the Bureau of Animal Industry are meant, and such inspection and certification will be furnished without the payment of fees or charges of any nature.

REGULATION 10. All live stock moved under authority of a certificate shall be accompanied to destination by the said certificate, and said live stock shall be moved to the destination named in said certificate unless reinspected and recertified by an inspector of the Bureau of Animal Industry.

REGULATIONS TO PREVENT THE SPREAD OF SPLENETIC FEVER

REGULATION 11. Whenever any State or Territory located within an area quarantined by the Secretary of Agriculture for splenetic, Southern, or Texas fever shall duly establish a State or Territorial quarantine line different from the line established by the Secretary of Agriculture and shall obtain the legislation requisite to enforce said State or Territorial quarantine line strictly and completely within the boundaries of said State or Territory, the Secretary of Agriculture will, if the said State or Territorial quarantine line be satisfactory, adopt by a rule said State or Territorial quarantine line, and the State or Territorial quarantine line as adopted shall define the limits of that portion of the quarantined area. The expiration of the time fixed in the rule, the revocation of the rule, or a failure upon the part of the State officers to enforce the adopted line shall restore the quarantined area to the territory fixed by the Secretary of Agriculture before the adoption of the State or Territorial quarantine line.

REGULATION 12. Whenever any State or Territory under authority of law shall establish a State or Territorial quarantine line for splenetic fever which differs from the quarantine line established by the Secretary of Agriculture for the said disease, and shall desire a modification of the line established by the Secretary of Agriculture, the proper officer of the said State or Territory shall forward to the Secretary of Agriculture a true map or description of such line and a duly authenticated copy of the laws and regulations relating to the establishment and enforcement of said line.

REGULATION 13. From the 1st day of February to the 31st day of October, inclusive, of each year, no cattle shall be transported or driven or allowed to drift from the area quarantined by the Secretary of Agriculture for splenetic fever into any State or Territory or the District of Columbia or portion thereof outside of the said quarantined area, except as hereinafter provided. During the months of January, November, and December of each year cattle from the area quarantined by the Secretary of Agriculture for splenetic fever may be shipped without restrictions other than those imposed by State or Territorial officers at point of destination.

REGULATION 14. Cattle from the said quarantined area may be transported at any time, by rail or boat, to a recognized slaughtering center outside the quarantined area for immediate slaughter, but cattle shall not be trailed or driven or hauled therefrom in private conveyance. When transported for immediate slaughter the said cattle shall be slaughtered within two weeks after arrival at destination, and the following rules regarding their movement shall be observed:

(a) When any cattle in course of transportation from the quarantined area are unloaded at a point outside of the quarantined area to be fed or watered, or for other purposes, said cattle shall be placed in pens or yards reserved for cattle originating in the quarantined area, and a sign shall be conspicuously placed on all such pens or yards with the words "QUARANTINE PENS" or "QUARANTINE YARDS" in letters not less than 10 inches in height. Cattle which have not originated in the quarantined area shall not be admitted into said pens or yards, and if cattle not originating in the quarantined area

shall be placed in the said pens or yards said cattle shall thereafter be treated in all respects as if they had actually originated in the quarantined area.

(b) On unloading said cattle at their points of destination, chutes, alleyways, and pens, sufficiently isolated and marked with a sign as above, shall be set apart to receive them, and no other cattle shall be admitted to said chutes, pens, and alleyways; and the regulations relating to the movement of cattle from said area, as prescribed by the proper State officers at destination, shall be carefully observed. The cars or boats which have carried said cattle shall be cleaned and disinfected as hereinafter provided as soon as possible after unloading and before the said cars or boats are again used to transport, store, or shelter live stock or merchandise.

(c) Where cattle originating in the quarantined area and cattle originating outside of the quarantined area are yarded in adjacent pens, there shall be left a space between the said pens not occupied by cattle, and not less than 10 feet wide, and there shall be on each side of this space a tight board fence not less than 5 feet high.

(d) The proper officers of the railroad companies shall affix on both sides of all cars carrying cattle from the quarantined area, except as hereinafter provided, durable printed placards not less than $5\frac{1}{2}$ by 8 inches in size, the letters of which shall be bold face and not less than $1\frac{1}{2}$ inches in height. The placard shall state that said cars contain "SOUTHERN CATTLE;" and each of the waybills, conductors' manifests, memoranda, and bills of lading of said shipments by cars or boats shall have a statement of similar import plainly written or stamped upon its face. The placards shall state the name of the place from which the shipment was made, with the date and the name of the place of destination; said date must correspond with the date of the waybills and other papers. Whenever any cattle have come from said quarantined area and are reshipped from any point at which they have been unloaded to a point other than the original destination, or are transferred to another transportation company, the cars carrying said animals shall bear, on both sides, similar placards bearing the same information, which shall be affixed by the officers of the said transportation company, and the waybills, conductors' manifests, memoranda, and bills of lading of said shipments by cars or boats shall be so marked. At whatever point these cattle are unloaded they shall be placed in separate pens, as hereinbefore provided.

(e) No car or boat containing cattle from the quarantined area shall receive on board cattle which have originated or which are, at the time of loading, outside of said quarantined area. Cattle from the quarantined area shall not be shipped or transported when consigned to a point outside of said quarantined area where proper facilities have not been provided for transferring the said cattle from the cars or landing to the stock yards and slaughterhouses without passing them over public highways, unless proper permission for such passing is first had and obtained from the proper authorities at point of destination.

(f) The cars and boats used to transport cattle from the quarantined area, and also the chutes, alleyways, and pens not reserved for the exclusive use of such cattle used en route and at points of destination, shall be disinfected in the following manner: Remove all litter

and manure. This litter and manure may be disinfected by mixing it with lime or saturating it with a 5 per cent solution of 100 per cent carbolic acid; or, if not disinfected, it shall be stored where no cattle can come in contact with it during the period from February 1 to October 31, inclusive, of each year. Wash the cars and the watering and feeding troughs with water until clean. Saturate the entire interior surface of the cars, including the inner surface of the car doors, and the fencing, troughs, chutes, and floors of the pens with a mixture made of $1\frac{1}{2}$ pounds of lime and $\frac{1}{4}$ pound of 100 per cent carbolic acid to each gallon of water, or with a solution made by dissolving 4 ounces of chloride of lime to each gallon of water.

(g) Cars which have carried cattle within the quarantined area shall be cleaned and disinfected before being taken out of the said area, except when loaded with cattle in the course of transportation for immediate slaughter, in accordance with these regulations.

REGULATION 15. Cattle infested with the *Boophilus annulatus*, or Southern cattle tick, disseminate the contagion of splenic, Southern, or Texas fever; therefore cattle originating outside of the quarantined area which are infested with the *Boophilus annulatus* ticks shall be considered as infected cattle and shall be subject to the regulations governing the movement of cattle originating in the quarantined area.

REGULATION 16. Stock-yard companies receiving cattle infested with the said ticks shall place the said cattle in the pens set aside for the use of cattle originating in the quarantined area, and transportation companies are required to clean and disinfect all cars and boats which have contained the infected cattle, in accordance with the requirements of these regulations.

REGULATION 17. Cattle which have been properly dipped in Beaumont crude petroleum, or in other petroleum approved by the Secretary of Agriculture, under the supervision of an inspector of the Bureau of Animal Industry, at a dipping station approved by the Secretary of Agriculture, and which have been examined and certified free of infection by the said inspector, may be shipped from the quarantined area to any point outside the said area at any time, subject only to such restrictions as may be imposed by State or Territorial officers at points of destination; but such cattle shall be shipped in clean, disinfected cars, and shall not be driven through the quarantined area or be unloaded therein, except at such points as may be designated in the rules of the Secretary of Agriculture.

REGULATION 18. Before accepting or moving a shipment of cattle from that portion of the quarantined area from which, under the rules of the Secretary of Agriculture, cattle may be shipped after inspection, for purposes other than immediate slaughter, to a point outside the quarantined area, transportation companies shall secure a signed statement from each owner or consignor of said cattle, showing the purpose for which the cattle are shipped. In every case this statement shall accompany the waybills.

REGULATIONS TO PREVENT THE SPREAD OF SCABIES IN CATTLE

REGULATION 19. No cattle which are diseased with scabies shall be shipped or trailed from one State or Territory into another State or Territory or the District of Columbia, except as hereinafter provided; and no cattle shall be trailed, shipped, otherwise removed, or allowed

to drift from a State or Territory or portion thereof quarantined for the disease of scabies in cattle into another State or Territory or the District of Columbia, except as hereinafter provided, unless the cattle have been inspected by an inspector of the Bureau of Animal Industry, found free of the disease, and are accompanied by a certificate from the said inspector.

REGULATION 20. In States or Territories or portions thereof quarantined by the Secretary of Agriculture for scabies in cattle, where satisfactory dipping is practiced, those cattle which upon inspection by an inspector of the Bureau of Animal Industry at the time of shipment are found to be free from symptoms of scabies shall be given a certificate and allowed to move to points outside the quarantined area, subject only to such restrictions as may be imposed by State or Territorial officers at points of unloading and destination; but if a herd or consignment be offered for inspection and a portion thereof is found to be diseased with scabies, the diseased cattle shall be dipped twice in either the lime-and-sulphur or the tobacco-and-sulphur dip or once in Beaumont crude petroleum, in the manner hereinafter provided, and that portion of the herd or consignment not visibly diseased shall be dipped once before shipment.

REGULATION 21. Cattle not visibly diseased with scabies may be shipped without inspection from points in the quarantined area where the service of an inspector is not readily procurable to any recognized slaughtering center for immediate slaughter. When so shipped the cattle shall not be diverted en route, and shall be either slaughtered within two weeks after arrival at destination or shall be submitted for inspection. The further handling of the cattle shall be subject to the result of this inspection. When cattle are shipped without inspection, under the terms of this regulation, the officers of the transportation company shall affix to both sides of each car a durable, conspicuous, printed placard not less than $5\frac{1}{2}$ inches by 8 inches in size, the letters on which shall be bold face and not less than $1\frac{1}{2}$ inches in height. These placards shall bear the words "UNINSPECTED CATTLE," and shall not be removed until the cattle have arrived at destination and the inspector has indicated the disposition to be made of the cars.

REGULATION 22. Cattle that are diseased with scabies and which have been dipped once in either the lime-and-sulphur or the tobacco-and-sulphur dip in the manner hereinafter provided, under the supervision of an inspector of the Bureau of Animal Industry, within ten days of date of shipment, may be shipped for immediate slaughter to a recognized slaughtering center, and when so shipped the said cattle shall not be diverted en route and shall be slaughtered within two weeks after arrival at destination. If cattle diseased with scabies are to be shipped for stockers or feeders, they shall be dipped twice in either the lime-and-sulphur or the tobacco-and-sulphur dip ten days apart or once in Beaumont crude petroleum, under supervision, and shall be submitted to inspection before shipment. However, diseased cattle may be dipped once in either the lime-and-sulphur or the tobacco-and-sulphur dip under the supervision of an inspector of the Bureau of Animal Industry at the point of origin and shipped for stocking or feeding purposes, if arrangements have been made for the second dipping en route or at destination at the required time after

the first dipping, at a point where there is an inspector stationed and under his supervision.

REGULATION 23. Healthy cattle in a State or Territory not quarantined by the Secretary of Agriculture for scabies in cattle may be shipped in clean cars without inspection into any other State or Territory for slaughter or for stockers or feeders, but if the said cattle be unloaded en route or at destination and are placed in infected premises, they shall be treated as exposed cattle and shall not be forwarded to destination for purposes other than for immediate slaughter until they shall have been dipped once in any dip herein approved under the supervision of an inspector of the Bureau of Animal Industry.

REGULATION 24. When diseased cattle have been dipped once in either the lime-and-sulphur or the tobacco-and-sulphur dip and are shipped in accordance with regulation 22, the officers of the transportation company shall affix to both sides of each car a durable, conspicuous, printed placard, not less than $5\frac{1}{2}$ by 8 inches in size, the letters on which shall be bold face, and not less than $1\frac{1}{2}$ inches in height. These placards shall bear the words "dipped scabby cattle" and shall not be removed until the cattle have arrived at destination or point of second dipping, have been unloaded, and the cars have been disinfected.

REGULATION 25. The dips now approved by the Department are the lime-and-sulphur dip, the tobacco-and-sulphur dip, and Beaumont crude petroleum. The lime-and-sulphur dip is made in the proportion of 12 pounds of unslaked lime and 24 pounds of flowers of sulphur to 100 gallons of water. Weigh both the lime and sulphur. Place the unslaked lime in a mortar box or some suitable vessel and add enough water to slake the lime and form a lime paste or lime putty. Sift into this lime paste the flowers of sulphur, and stir the mixture well. To make 100 gallons of dip, place the sulphur-and lime paste in a kettle or boiler with about 30 gallons of boiling water and boil the mixture for two hours at least, stirring the liquid and sediment; add enough water when necessary to maintain the quantity. Draw the mixture and sediment into a large tub or barrel placed near the dipping vat and provided with a bung-hole about 4 inches from the bottom, and allow ample time to settle—from two to three hours or more, if necessary. When fully settled, draw off the clear liquid into the dipping vat and add enough warm water to make 100 gallons. The same directions apply to larger quantities of dip, proportionate amounts of ingredients being used.

The tobacco-and-sulphur dip is made with sufficient extract of tobacco or nicotine solution to give a mixture containing not less than five one-hundredths of 1 per cent of nicotine and 2 per cent flowers of sulphur.

When Beaumont crude petroleum is used as a dip for cattle diseased with or exposed to scabies, one dipping only is necessary in any case, and the cattle shall be submerged but once and shall not be held in the dip.

The dipping shall be done thoroughly. When either the lime-and-sulphur or the tobacco-and-sulphur dip is used, the cattle shall be held in the dip two minutes unless the diseased cattle shall have been hand-dressed previously. The cattle shall be completely submerged twice. The dip shall be maintained as nearly as possible at a temperature of

105° F. while the cattle are in it. It shall be renewed as soon as it becomes filthy, regardless of the number of cattle that have been dipped in it, and in no case shall it be used when more than one week old. In emptying the dipping vat the entire contents shall be removed, including all sediment and droppings or other foreign matter. The Department assumes no responsibility for loss or damage resulting from the dipping.

REGULATION 26. Cattle shipped under a certificate from an inspector of the Bureau of Animal Industry are not guaranteed uninterrupted transit; for, in the event of the development of scabies or exposure to the disease en route, the cattle shall then be handled as diseased or exposed cattle and shall be dipped as hereinbefore provided, and the cars or other vehicles and the chutes, alleys, and pens which have been occupied by them shall be cleaned and disinfected.

REGULATION 27. Public stock yards shall be considered infected and the cattle yarded therein as having been exposed to the disease, and no cattle shall be removed from said public stock yards, except for immediate slaughter, without dipping. Where, however, a part or all of the stock yards is reserved and set apart for the reception of uninfected shipments of cattle and is kept free of disease, cattle may be shipped from the said uninfected yards or portions thereof without dipping. If diseased cattle are introduced into said uninfected yards or portions thereof, they shall be immediately removed therefrom and the chutes, alleys, and pens used by them thoroughly cleaned and disinfected. No cattle shall be forwarded for feeding or stocking purposes from any stock yards where an inspector of the Bureau of Animal Industry is stationed without a certificate of inspection or of dipping issued by the said inspector.

REGULATION 28. Cars and other vehicles, yards, pens, sheds, chutes, etc., which have contained diseased cattle shall be cleaned and disinfected immediately after the cattle are removed therefrom in the following manner: Remove all the litter and manure and then saturate the interior surfaces of the cars and woodwork, flooring, and ground of the chutes, alleys, and pens with a 5 per cent solution of 100 per cent carbohc acid in water, with sufficient lime to show where it has been applied.

REGULATIONS TO PREVENT THE SPREAD OF SCABIES IN SHEEP

REGULATION 29. No sheep which are diseased with scabies shall be shipped or trailed from one State or Territory into another State or Territory or the District of Columbia, except as hereinafter provided; and no sheep shall be trailed or shipped from a State or Territory or portion thereof quarantined for the disease of scabies in sheep into another State or Territory or the District of Columbia, except as hereinafter provided, until the sheep have been inspected by an inspector of the Bureau of Animal Industry, found free of the disease and of exposure thereto, and are accompanied by a certificate from the said inspector. For the purpose of these regulations, all of the sheep in a certain flock or shipment in which the disease is present shall be considered diseased, and none of the sheep in the said diseased flock or shipment shall be removed or offered for shipment until dipped, as hereinafter provided. The practice of "picking" a flock—i. e., removing sheep which are visibly diseased and then

offering any portion of the remaining sheep for either inspection or shipment or both—is directly and positively prohibited.

REGULATION 30. Healthy sheep in an area not quarantined for the disease of scabies in sheep which have not been exposed to the disease may be shipped or trailed without restriction by the regulations of the Secretary of Agriculture to prevent the spread of scabies in sheep, but if the said sheep be unloaded en route or at destination and are placed in infected premises they shall be treated as exposed sheep, and shall not be forwarded to destination for purposes other than immediate slaughter until they shall have been dipped under the supervision of an inspector of the Bureau of Animal Industry.

REGULATION 31. Sheep that are diseased with scabies and which have been dipped once in the manner hereinafter provided, under the supervision of an inspector of the Bureau of Animal Industry, within ten days of date of shipment, may be shipped for immediate slaughter to a recognized slaughtering center, and when so shipped the said sheep shall not be diverted en route and shall be slaughtered within two weeks after arrival at destination. If the diseased sheep are to be shipped for stocking or feeding purposes they shall be dipped twice, as above indicated, ten days apart, and shall be submitted to inspection before shipment.

Sheep that are not diseased with scabies, but which have been exposed to the contagion of the disease, may be moved for feeding or stocking purposes after one dipping, or they may be shipped by rail or boat to a recognized slaughtering center for immediate slaughter without dipping.

REGULATION 32. When diseased sheep have been dipped once and are shipped for slaughter in accordance with regulation 31, the officers of the transportation company shall affix to both sides of each car a durable, conspicuous, printed placard not less than $5\frac{1}{2}$ by 8 inches in size, the letters of which shall be bold face and not less than $1\frac{1}{2}$ inches in height. These placards shall bear the words "DIPPED SCABBY SHEEP," and shall not be removed until the sheep have arrived at destination, have been unloaded, and the cars disinfected.

When exposed sheep are shipped without dipping for immediate slaughter, in accordance with regulation 31, the officers of the transportation company shall affix to both sides of each car a durable, conspicuous, printed placard not less than $5\frac{1}{2}$ by 8 inches in size, the letters of which shall be bold face and not less than $1\frac{1}{2}$ inches in height, bearing the words "EXPOSED SHEEP FOR SLAUGHTER."

REGULATION 33. The dips now approved are:

(a) The tobacco-and-sulphur dip, made with sufficient extract of tobacco or nicotine solution to give a mixture containing not less than five one-hundredths of 1 per cent of nicotine and 2 per cent flowers of sulphur.

(b) The lime-and-sulphur dip, made with 8 pounds of unslaked lime and 24 pounds of flowers of sulphur to 100 gallons of water. The lime and sulphur should be boiled together for not less than two hours, and all sediment allowed to subside before the liquid is placed in the dipping vat.

Either one of these dips may be used.

REGULATION 34. The dipping shall be done carefully and the sheep handled as humanely as possible. The Department, however, assumes no responsibility for loss or damage resulting from the dipping,

and those who wish to avoid any risks that may be incident to dipping at the stock yards, as well as to avoid liability to prosecution, should see that their sheep are free from disease before shipping them to market.

REGULATION 35. The sheep shall be kept in the dip between two and three minutes and their heads be submerged at least once, though but for an instant at a time, and assistance should be rendered immediately if the sheep appear to be strangling. The dip shall be maintained at a temperature between 100° and 105° F. while the sheep are in it. It shall be renewed as soon as it becomes filthy, regardless of the number of sheep dipped, and in no case shall the dip be used when more than one week old. In emptying the dipping vat the entire contents shall be removed, including all sediment and droppings or other foreign matter. Suitable dripping platforms and drying pens shall be provided. Sheep shall not be loaded until they have become dry.

REGULATION 36. Sheep shipped under a certificate are not guaranteed uninterrupted transit; for in the event of the development of scabies or exposure thereto en route they shall be dipped before proceeding to their destination, and the cars or other vehicles and the chutes, alleys, and pens that may have been occupied shall be cleaned and disinfected as hereinafter provided.

REGULATION 37. Public stock yards shall be considered infected and the sheep yarded therein as having been exposed to the disease, and no sheep may be shipped from the said yards, except for immediate slaughter, without dipping. Where, however, a part or all of the stock yards is reserved and set apart for the reception of uninfected shipments of sheep and is kept free of disease, sheep may be shipped from the reserved yards or portions thereof without dipping. If diseased sheep are introduced into said uninfected yards or portions thereof they shall be immediately removed therefrom and the chutes, alleys, and pens occupied by the said sheep shall be thoroughly cleaned and disinfected. No sheep shall be shipped for feeding or stocking purposes from any stock yards where an inspector of the Bureau of Animal Industry is stationed without a certificate of inspection or of dipping issued by the said inspector.

REGULATION 38. Cars and other vehicles, yards, pens, sheds, chutes, etc., that have contained diseased or exposed sheep shall be cleaned and disinfected in the following manner: Remove all litter and manure, and then saturate the interior surfaces of the cars and the woodwork, flooring, and ground of the chutes, alleys, and pens with a 5 per cent solution of 100 per cent carbolic acid in water, with sufficient lime to show where it has been applied.

REGULATIONS TO PREVENT THE SPREAD OF MALADIE DU COIT

REGULATION 39. No horses or asses shall be offered for shipment, shipped, transported, driven, or trailed, or otherwise removed or allowed to drift from an area quarantined by the Secretary of Agriculture for *maladie du coit* without inspection and certification of freedom from the disease for the purpose of the particular movement by the inspector of the Bureau of Animal Industry. Owners and custodians of horses or asses for whom inspection is made shall provide such reasonable facilities and render such assistance as may be required by the inspector.

REGULATION 40. Any animal or animals showing symptoms of the disease or known to have been exposed thereto shall, in the discretion of the inspector or employee of the Bureau of Animal Industry, either be immediately quarantined and maintained in quarantine at the expense of the owner or owners until released by the said inspector or employee, or shall be condemned and killed as hereinafter provided.

REGULATION 41. No stallion or jack shall be allowed to run at large on the Pine Ridge and Rosebud Indian reservations in the State of South Dakota, and all the stallions and jacks thereon shall be tagged as hereinafter provided.

REGULATION 42. There shall be no breeding of animals on the said reservations in a herd in which there is an animal which has been exposed to the infection of *maladie du coit* within eighteen months after the said exposure.

REGULATION 43. When it is necessary, in order to prevent the spread of the disease and to aid in its extermination, the Department of Agriculture will purchase a diseased or exposed animal at a price based upon its actual value for work purposes at the time of purchase. When, however, the owner or owners will not accept the indemnity price offered by the Department, the inspector shall arrange for a board of three appraisers, who shall determine the price to be paid for the condemned animal. This board shall be constituted as follows: An inspector or other employee of the Bureau of Animal Industry, one person chosen by the owner of the animal or animals to be appraised, and the third member to be chosen by the two herein provided for. The animal or animals under condemnation shall be maintained in quarantine at the expense of the owner or owners until disposed of.

REGULATION 44. Any stallions or jacks found running at large on the Pine Ridge and Rosebud Indian reservations on and after the date of this order may be castrated by an inspector or other employee of the Bureau of Animal Industry of this Department, or by such other person as may be duly authorized by the inspector in charge of the district named, and no indemnity shall be allowed the owner in case of damage resulting from such castration. The terms "stallion" and "jack" shall be understood to apply to any uncastrated male horse or ass 1 year of age or over.

REGULATION 45. Each stallion or jack on the above-named reservations shall bear a numbered tag and shall be kept under such restrictions as the inspector in charge shall prescribe, and shall be subjected to examination at such times and as frequently as may be thought necessary by the inspector for the purpose of ascertaining whether symptoms of the disease have developed.

REGULATION 46. The Department will pay a sum of \$50 for authentic information leading to the discovery of the ownership and location of a stallion or a jack affected with the contagious venereal disease known as *maladie du coit*, and the sum of \$25 for authentic information leading to the discovery of the ownership and location of a female animal affected with the disease: *Provided*, That when such information is received from more than one person as to the location of the same animal and owner, the sum above named shall be paid to the first informant, and when doubt exists or a dispute arises as to who was the first informant no reward shall be paid. When more than one diseased animal is found belonging to the same owner or on the same premises only one reward shall be paid.

REGULATIONS TO PREVENT THE SPREAD OF HOG CHOLERA AND SWINE PLAGUE

REGULATION 47. No swine which are diseased with hog cholera or swine plague, or which have been exposed to either of the diseases by contact with diseased animals or by confinement in infected cars, pens, or other premises, shall be transported, traileed, or driven from one State or Territory into another State or Territory or the District of Columbia, except as hereinbefore provided. All persons intending to ship swine shall ascertain before offering them for shipment that the animals are not diseased and have not been exposed to the contagion of either disease.

REGULATION 48. Swine which are not diseased with hog cholera or swine plague and which have not been exposed to the infection thereof may be shipped from one State or Territory or the District of Columbia into another State or Territory or the District of Columbia without restriction by the regulations of the Secretary of Agriculture, and subject only to such restrictions as may be imposed on the shipment by State or Territorial or District of Columbia officers at destination.

REGULATION 49. Public stock yards shall be considered infected, and no swine shall be shipped therefrom for feeding or stocking purposes. No diseased swine shall be shipped from the stock yards, but shall be slaughtered, subject to condemnation on post-mortem inspection; and all swine in a certain lot or shipment shall be considered diseased when one or more of them show evidence of the disease. Swine that are not diseased and have been merely exposed by being in the yards may be shipped to a recognized slaughtering center for immediate slaughter. Where, however, a part of the yard is set apart for the reception of uninfected shipments of swine and is kept free of infection, swine may be shipped from such part without restriction. Should such part be contaminated by the introduction of diseased swine, said animals shall be immediately removed therefrom, and the chutes, alleys, and pens occupied by them thoroughly cleaned and disinfected as hereinafter provided.

REGULATION 50. Cars and other vehicles and pens or yards which have contained diseased or exposed swine shall be cleaned and disinfected as soon as possible after unloading. Cars shall not be removed before the inspector has had time to ascertain the condition of the animals and to give notice that the cars must be cleaned and disinfected. Cleaning and disinfection shall be done by first removing all litter and manure and then saturating the interior surfaces of the cars and the woodwork, flooring, and ground of the chutes, alleys, and pens with a 5 per cent solution of 100 per cent carbolic acid in water, with sufficient lime to show where it has been applied.

ACTS OF CONGRESS UNDER WHICH THE FOREGOING REGULATIONS ARE MADE

[PUBLIC—No. 41.]

AN ACT For the establishment of a Bureau of Animal Industry, to prevent the exportation of diseased cattle, and to provide means for the suppression and extirpation of pleuro-pneumonia and other contagious diseases among domestic animals.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Commissioner of Agriculture shall organize in his Department a Bureau of Animal Industry, and shall appoint a chief thereof, who shall be a competent veterinary surgeon, and whose duty it shall be to investigate and report

upon the condition of domestic animals of the United States, their protection and use, and also inquire into and report the causes of contagious, infectious, and communicable diseases among them, and the means for the prevention and cure of the same, and to collect such information on these subjects as shall be valuable to the agricultural and commercial interests of the country; and the Commissioner of Agriculture is hereby authorized to employ a force sufficient for this purpose, not to exceed twenty persons at any one time. The salary of the chief of said Bureau shall be three thousand dollars per annum; and the Commissioner shall appoint a clerk for said Bureau, with a salary of one thousand five hundred dollars per annum.

SEC. 2. That the Commissioner of Agriculture is authorized to appoint two competent agents, who shall be practical stock raisers or experienced business men familiar with questions pertaining to commercial transactions in live stock, and whose duty it shall be, under the instructions of the Commissioner of Agriculture, to examine and report upon the best methods of treating, transporting, and caring for animals, and the means to be adopted for the suppression and extirpation of contagious pleuropneumonia, and to provide against the spread of other dangerous, contagious, infectious, and communicable diseases. The compensation of said agents shall be at the rate of ten dollars per diem, with all necessary expenses while engaged in the actual performance of their duties under this act, when absent from their usual place of business or residence as such agent.

SEC. 3. That it shall be the duty of the Commissioner of Agriculture to prepare such rules and regulations as he may deem necessary for the speedy and effectual suppression and extirpation of said diseases, and to certify such rules and regulations to the executive authority of each State and Territory, and invite said authorities to cooperate in the execution and enforcement of this act. Whenever the plans and methods of the Commissioner of Agriculture shall be accepted by any State or Territory in which pleuropneumonia or other contagious, infectious, or communicable disease is declared to exist, or such State or Territory shall have adopted plans and methods for the suppression and extirpation of said diseases, and such plans and methods shall be accepted by the Commissioner of Agriculture, and whenever the governor of a State or other properly constituted authorities signify their readiness to cooperate for the extinction of any contagious, infectious, or communicable disease in conformity with the provisions of this act, the Commissioner of Agriculture is hereby authorized to expend so much of the money appropriated by this act as may be necessary in such investigations, and in such disinfection and quarantine measures as may be necessary to prevent the spread of the disease from one State or Territory into another.

SEC. 4. That in order to promote the exportation of live stock from the United States the Commissioner of Agriculture shall make special investigation as to the existence of pleuropneumonia, or any contagious, infectious, or communicable disease, along the dividing lines between the United States and foreign countries, and along the lines of transportation from all parts of the United States to ports from which live stock are exported, and make report of the results of such investigation to the Secretary of the Treasury, who shall, from time to time, establish such regulations concerning the exportation and transportation of live stock as the results of said investigations may require.

SEC. 5. That to prevent the exportation from any port of the United States to any port in a foreign country of live stock affected with any contagious, infectious, or communicable disease, and especially pleuropneumonia, the Secretary of the Treasury be, and he is hereby, authorized to take such steps and adopt such measures, not inconsistent with the provisions of this act, as he may deem necessary.

SEC. 6. That no railroad company within the United States, or the owners or masters of any steam or sailing or other vessel or boat, shall receive for transportation or transport, from one State or Territory to another, or from any State into the District of Columbia, or from the District into any State, any live stock affected with any contagious, infectious, or communicable disease, and especially the disease known as pleuropneumonia; nor shall any person, company, or corporation deliver for such transportation to any railroad company, or master or owner of any boat or vessel, any live stock, knowing them to be affected with any contagious, infectious, or communicable disease; nor shall any person, company, or corporation drive on foot or transport in private conveyance from one State or Territory to another, or from any State into the District of Columbia, or from the District into any State, any live stock, knowing them to be affected with any contagious, infectious, or communicable disease, and especially the disease known as pleuropneumonia: *Provided*, That the so-called splenic, or Texas, fever shall not be considered a contagious, infectious, or communicable disease within the meaning of sections four, five, six, and seven of this act, as to cattle being transported by rail to market for slaughter, when the same are unloaded only to be fed and watered in lots on the way thereto.

SEC. 7. That it shall be the duty of the Commissioner of Agriculture to notify, in writing, the proper officials or agents of any railroad, steamboat, or other transportation company doing business in or through any infected locality, and by publication in such newspapers as he may select, of the existence of said contagion; and any person or persons operating any such railroad, or master or owner of any boat or vessel, or owner or custodian of or person having control over such cattle or other live stock within such infected district, who shall knowingly violate the provisions of section six of this act, shall be guilty of a misdemeanor, and, upon conviction, shall be punished by a fine of not less than one hundred dollars nor more than five thousand dollars, or by imprisonment for not more than one year, or by both such fine and imprisonment.

SEC. 8. That whenever any contagious, infectious, or communicable disease affecting domestic animals, and especially the disease known as pleuro-pneumonia, shall be brought into or shall break out in the District of Columbia, it shall be the duty of the Commissioners of said District to take measures to suppress the same promptly and to prevent the same from spreading; and for this purpose the said Commissioners are hereby empowered to order and require that any premises, farm, or farms, where such disease exists, or has existed, be put in quarantine; to order all or any animals coming into the District to be detained at any place or places for the purpose of inspection and examination; to prescribe regulations for and require the destruction of animals affected with contagious, infectious, and communicable disease, and for the proper disposition of their hides and carcasses; to prescribe regulations for disinfection, and such other regulations as they may deem necessary to prevent infection or contagion being communicated, and shall report to the Commissioner of Agriculture whatever they may do in pursuance of the provisions of this section.

SEC. 9. That it shall be the duty of the several United States district attorneys to prosecute all violations of this act which shall be brought to their notice or knowledge by any person making the complaint under oath; and the same shall be heard before any district or circuit court of the United States or Territorial court holden within the district in which the violation of this act has been committed.

SEC. 10. That the sum of one hundred and fifty thousand dollars, to be immediately available, or so much thereof as may be necessary, is hereby appropriated, out of any moneys in the Treasury not otherwise appropriated, to carry into effect the provisions of this act.

SEC. 11. That the Commissioner of Agriculture shall report annually to Congress, at the commencement of each session, a list of the names of all persons employed, an itemized statement of all expenditures under this act, and full particulars of means adopted and carried into effect for the suppression of contagious, infectious, or communicable diseases among domestic animals.

Approved, May 29, 1884.

[PUBLIC—No. 49.]

AN ACT To enable the Secretary of Agriculture to more effectually suppress and prevent the spread of contagious and infectious diseases of live stock, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in order to enable the Secretary of Agriculture to effectually suppress and extirpate contagious pleuro-pneumonia, foot-and-mouth disease, and other dangerous contagious, infectious, and communicable diseases in cattle and other live stock, and to prevent the spread of such diseases, the powers conferred on the Secretary of the Treasury by sections four and five of an act entitled "An act for the establishment of a Bureau of Animal Industry, to prevent the exportation of diseased cattle, and to provide means for the suppression and extirpation of pleuro-pneumonia and other contagious diseases among domestic animals," approved May twenty-ninth, eighteen hundred and eighty-four (Twenty-third United States Statutes, thirty-one), are hereby conferred on the Secretary of Agriculture, to be exercised exclusively by him. He is hereby authorized and directed, from time to time, to establish such rules and regulations concerning the exportation and transportation of live stock from any place within the United States where he may have reason to believe such diseases may exist into and through any State or Territory, including the Indian Territory, and into and through the District of Columbia and to foreign countries, as he may deem necessary, and all such rules and regulations shall have the force of law. Whenever any inspector or assistant inspector of the Bureau of Animal Industry shall issue a certificate showing that such officer had inspected any cattle or other live stock which were about to be shipped, driven, or transported from such locality to another, as above stated, and had found them free from Texas, or splenic, fever infection,

pleuro-pneumonia, foot-and-mouth disease, or any other infectious, contagious, or communicable disease, such animals so inspected and certified may be shipped, driven, or transported from such place into and through any State or Territory, including the Indian Territory, and into and through the District of Columbia, or they may be exported from the United States without further inspection or the exaction of fees of any kind, except such as may at any time be ordered or exacted by the Secretary of Agriculture; and all such animals shall at all times be under the control and supervision of the Bureau of Animal Industry of the Agricultural Department for the purposes of such inspection.

SEC. 2. That the Secretary of Agriculture shall have authority to make such regulations and take such measures as he may deem proper to prevent the introduction or dissemination of the contagion of any contagious, infectious, or communicable disease of animals from a foreign country into the United States or from one State or Territory of the United States or the District of Columbia to another, and to seize, quarantine, and dispose of any hay, straw, forage, or similar material, or any meats, hides, or other animal products coming from an infected foreign country to the United States, or from one State or Territory or the District of Columbia in transit to another State or Territory or the District of Columbia whenever in his judgment such action is advisable in order to guard against the introduction or spread of such contagion.

SEC. 3. That any person, company, or corporation knowingly violating the provisions of this act or the orders or regulations made in pursuance thereof shall be guilty of a misdemeanor, and on conviction shall be punished by a fine of not less than one hundred dollars nor more than one thousand dollars, or by imprisonment not more than one year, or by both such fine and imprisonment.

Approved, February 2, 1903.

[PUBLIC—No. 229.]

AN ACT To enable the Secretary of Agriculture to establish and maintain quarantine districts, to permit and regulate the movement of cattle and other live stock therefrom, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of Agriculture is authorized and directed to quarantine any State or Territory or the District of Columbia, or any portion of any State or Territory or the District of Columbia, when he shall determine the fact that cattle or other live stock in such State or Territory or District of Columbia are affected with any contagious, infectious, or communicable disease; and the Secretary of Agriculture is directed to give written or printed notice of the establishment of quarantine to the proper officers of railroad, steamboat, or other transportation companies doing business in or through any quarantined State or Territory or the District of Columbia, and to publish in such newspapers in the quarantined State or Territory or the District of Columbia, as the Secretary of Agriculture may select, notice of the establishment of quarantine.

SEC. 2. That no railroad company or the owners or masters of any steam or sailing or other vessel or boat shall receive for transportation or transport from any quarantined State or Territory or the District of Columbia, or from the quarantined portion of any State or Territory or the District of Columbia, into any other State or Territory or the District of Columbia, any cattle or other live stock, except as hereinafter provided; nor shall any person, company, or corporation deliver for such transportation to any railroad company, or to the master or owner of any boat or vessel any cattle or other live stock, except as hereinafter provided; nor shall any person, company, or corporation drive on foot, or cause to be driven on foot, or transport in private conveyance or cause to be transported in private conveyance, from a quarantined State or Territory or the District of Columbia, or from the quarantined portion of any State or Territory or the District of Columbia, into any other State or Territory or the District of Columbia, any cattle or other live stock, except as hereinafter provided.

SEC. 3. That it shall be the duty of the Secretary of Agriculture, and he is hereby authorized and directed, when the public safety will permit, to make and promulgate rules and regulations which shall permit and govern the inspection, disinfection, certification, treatment, handling, and method and manner of delivery and shipment of cattle or other live stock from a quarantined State or Territory or the District of Columbia, and from the quarantined portion of any State or Territory or the District of Columbia, into any other State or Territory or the District of Columbia; and the Secretary of Agriculture shall give notice of such rules and regulations in the manner provided in section two of this act for notice of establishment of quarantine.

SEC. 4. That cattle or other live stock may be moved from a quarantined State or Territory or the District of Columbia, or from the quarantined portion of any State or Territory or the District of Columbia, into any other State or Territory or the District of Columbia, under and in compliance with the rules and regulations of the Secretary of Agriculture, made and promulgated in pursuance of the provisions of section three of this act; but it shall be unlawful to move, or to allow to be moved, any cattle or other live stock from any quarantined State or Territory or the District of Columbia, or from the quarantined portion of any State or Territory or the District of Columbia, into any other State or Territory or the District of Columbia, in manner or method or under conditions other than those prescribed by the Secretary of Agriculture.

SEC. 5. That every person who forcibly assaults, resists, opposes, prevents, impedes, or interferes with any officer or employee of the Bureau of Animal Industry of the United States Department of Agriculture in the execution of his duties, or on account of the execution of his duties, shall be fined not less than one hundred dollars nor more than one thousand dollars, or be imprisoned not less than one month nor more than one year, or by both such fine and imprisonment; and every person who discharges any deadly weapon at any officer or employee of the Bureau of Animal Industry of the United States Department of Agriculture, or uses any dangerous or deadly weapon in resisting him in the execution of his duties, with intent to commit a bodily injury upon him or to deter or prevent him from discharging his duties, or on account of the performance of his duties, shall, upon conviction, be imprisoned at hard labor for a term not more than five years or fined not to exceed one thousand dollars.

SEC. 6. That any person, company, or corporation violating the provisions of sections two or four of this act shall be guilty of a misdemeanor, and on conviction shall be punished by a fine of not less than one hundred dollars nor more than one thousand dollars, or by imprisonment not more than one year, or by both such fine and imprisonment.

Approved, March 3, 1905.

SECTIONS OF REVISED STATUTES OF UNITED STATES RELATING TO TRANSPORTATION OF LIVE STOCK WHICH IS THE SUBJECT OF INTERSTATE COMMERCE

SEC. 4386. No railroad company within the United States whose road forms any part of a line of road over which cattle, sheep, swine, or other animals are conveyed from one State to another, or the owners or masters of steam, sailing, or other vessels carrying or or transporting cattle, sheep, swine, or other animals from one State to another, shall confine the same in cars, boats, or vessels of any description for a longer period than twenty-eight consecutive hours, without unloading the same for rest, water, and feeding for a period of at least five consecutive hours, unless prevented from unloading by storm or other accidental causes. In estimating such confinement the time during which the animals have been confined without such rest on connecting roads from which they are received shall be included, it being the intent of this section to prohibit their continuous confinement beyond the period of twenty-eight hours, except upon contingencies hereinbefore stated.

SEC. 4387. Animals so unloaded shall be properly fed and watered during such rest by the owner or person having the custody thereof, or in case of his default in so doing, then by the railroad company or owners or masters of boats or vessels transporting the same, at the expense of the owner or person in custody thereof; and such company, owners, or masters shall in such case have a lien upon such animals for food, care, and custody furnished, and shall not be liable for any detention of such animals.

SEC. 4388. Any company, owner, or custodian of such animals who knowingly and willingly fails to comply with the provisions of the two preceding sections shall, for every such failure, be liable for and forfeit and pay a penalty of not less than one hundred nor more than five hundred dollars. But when animals are carried in cars, boats, or other vessels in which they can and do have proper food, water, space, and opportunity to rest, the provisions in regard to their being unloaded shall not apply.

SEC. 4389. The penalty created by the preceding section shall be recovered by civil action in the name of the United States, in the circuit or district court of the United States, holden within the district where the violation may have been committed, or the person or corporation resides or carries on its business; and it shall be the duty of all United States marshals, their deputies and subordinates, to prosecute all violations which come to their notice or knowledge.

AMENDMENT 1 TO THE REGULATIONS GOVERNING THE INSPECTION AND SHIPMENT
OF LIVE STOCK

Effective on and after September 15, 1905.

MODIFICATION OF REGULATIONS 10, 19, 20, 21, 22, AND 24.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., August 30, 1905.

The regulations of the Secretary of Agriculture governing the inspection, disinfection, certification, treatment, handling, and method and manner of delivery and shipment of live stock which is the subject of interstate commerce, issued under date of May 1, 1905, and effective on and after June 1, 1905, are hereby modified by the revocation of regulations 10, 19, 20, 21, 22, and 24, and the substitution therefor of the following regulations, which revocation shall take effect on September 15, 1905, on and after which date the regulations given below shall become and be effective until otherwise ordered.

REGULATION 10. Live stock shipped from a quarantined area, not accompanied by a certificate of an inspector of the Bureau of Animal Industry showing freedom from disease or from exposure thereto, shall not be diverted en route to feed lots or to other States for feeding, stocking, or breeding purposes unless inspected and certified by an inspector of the Bureau of Animal Industry.

REGULATION 19. No cattle which are diseased with scabies shall be shipped or traileed from one State or Territory into another State or Territory or the District of Columbia, except as hereinafter provided; and no cattle shall be traileed, shipped, otherwise removed, or allowed to drift from one State or Territory or portion thereof quarantined for the disease of scabies in cattle, into another State or Territory or the District of Columbia, except as hereinafter provided, unless the cattle have been inspected by an inspector of the Bureau of Animal Industry and found free from disease and are accompanied by a certificate from the said inspector.

The removal of cattle unaccompanied by a certificate of inspection from an inspector of the State or Territory or the District of Columbia, or an inspector of the Bureau of Animal Industry, from a quarantined portion of a State or Territory or the District of Columbia, into a portion of the same State or Territory or the District of Columbia, not quarantined, will subject the unquarantined portion of the State or Territory or the District of Columbia to quarantine.

REGULATION 20. In States or Territories or portions thereof quarantined by the Secretary of Agriculture for scabies in cattle, those cattle which upon inspection by an inspector of the Bureau of Animal Industry, at the time of shipment, are found to be free from symptoms of scabies, shall be given a certificate and allowed to move to points outside the quarantined area for any purpose subject only to such restrictions as may be imposed by the State or Territorial officers at points of unloading and destination; but if a herd or consignment, intended for feeding, breeding, or stocking purposes, be offered for inspection and shipment and a portion thereof is found to be diseased with scabies, or if the cattle offered for inspection and shipment are part of a herd that is known to be so diseased, the diseased cattle

offered for shipment shall be dipped twice in either the lime-and-sulphur or the tobacco-and-sulphur dip, or once in Beaumont crude petroleum, in the manner hereinafter provided, and the cattle offered for shipment which are not visibly diseased shall be dipped once before shipment.

REGULATION 21. Cattle not visibly diseased with scabies may be shipped without inspection from points in the quarantined area to any of the following-named recognized live-stock centers: Buffalo, N. Y., Chicago, Ill., Cincinnati, Ohio, Cleveland, Ohio, Denver, Colo., Fort Worth, Tex., Indianapolis, Ind., Kansas City, Mo., Kansas City, Kans., Louisville, Ky., Milwaukee, Wis., National Stock Yards, Ill., Omaha, Nebr., Sioux City, Iowa, St. Joseph, Mo., St. Louis, Mo., St. Paul, Minn. When so shipped the cattle shall be submitted for inspection at destination, and when found upon such inspection to be free from disease and from exposure thereto en route, no further restrictions shall be placed upon them. If found upon inspection to be infected they shall not be permitted further shipment until treated as heretofore prescribed for diseased cattle.

When cattle are shipped without inspection to live-stock centers under the terms of this regulation the employees of the transportation company shall affix to both sides of each car a durable, conspicuous, printed placard not less than $5\frac{1}{2}$ by 8 inches in size, the letters of which shall be bold face and not less than $1\frac{1}{2}$ inches in height. These placards shall bear the words "UNINSPECTED CATTLE," and shall not be removed until the cattle have arrived at destination and the inspector has indicated the disposition to be made of the cars. The waybills, conductors' manifests, memoranda, and bills of lading of said shipment shall also bear the notation, "UNINSPECTED CATTLE."

REGULATION 22. Cattle diseased with scabies which have been dipped once in either the lime-and-sulphur or the tobacco-and-sulphur dip in the manner hereinafter provided, under the supervision of an inspector of the Bureau of Animal Industry, within ten days of date of shipment, and cattle not visibly diseased, but which are known to be a part of a diseased herd, may be shipped for immediate slaughter to a recognized slaughtering center, and when so shipped the said cattle shall not be diverted en route and shall be slaughtered within two weeks after arrival at destination. If cattle diseased with scabies are to be shipped for stockers or feeders, they shall be dipped twice in either the lime-and-sulphur or the tobacco-and-sulphur dip ten days apart, or once in Beaumont crude petroleum, under supervision, and shall be submitted to inspection before shipment. Cattle not visibly diseased, but which are known to be part of a diseased herd, intended for stockers or feeders, shall be dipped once before shipment. However, diseased cattle may be dipped once in either the lime-and-sulphur or the tobacco-and-sulphur dip under the supervision of an inspector of the Bureau of Animal Industry at the point of origin and shipped for stocking or feeding purposes, if arrangements have been made for the second dipping en route or at destination at the required time after the first dipping at a point where there is an inspector stationed, and under his supervision. Cattle not visibly diseased, but which are known to be part of a diseased herd, shipped to another State or Territory for feeding or stocking purposes, may be dipped en route instead of at point of origin by special permission first had and obtained from the Chief of the Bureau of Animal Industry.

REGULATION 24. When either diseased cattle that have been dipped once in the lime-and-sulphur or the tobacco-and-sulphur dip, or cattle not visibly diseased, but which are known to be a part of a diseased herd, are shipped in accordance with regulation 22, the employees of the transportation company shall affix to both sides of each car a durable, conspicuous, printed placard, not less than $5\frac{1}{2}$ by 8 inches in size, the letters on which shall be bold face, and not less than $1\frac{1}{2}$ inches in height. These placards shall bear the words "DIPPED SCABBY CATTLE," or "CATTLE EXPOSED TO SCABIES," and shall not be removed until the cattle have arrived at destination or point of dipping, have been unloaded, and the cars have been disinfected. The waybills, conductors' manifests, memoranda, and bills of lading of said shipment shall also bear the notation, to be affixed by the transportation company, "DIPPED SCABBY CATTLE," or "CATTLE EXPOSED TO SCABIES."

JAMES WILSON,
Secretary of Agriculture.

AMENDMENT 2 TO THE REGULATIONS GOVERNING THE INSPECTION AND SHIPMENT
OF LIVE STOCK

Effective on and after October 16, 1905.

MODIFICATION OF REGULATION 21.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., September 27, 1905.

The regulations of the Secretary of Agriculture governing the inspection, disinfection, certification, treatment, handling, and method and manner of delivery and shipment of live stock which is the subject of interstate commerce, issued under date of May 1, 1905, effective on and after June 1, 1905, as amended by amendment 1, issued under date of August 30, 1905, and effective on and after September 15, 1905, are hereby modified by the revocation of regulation 21, and the substitution therefor of the following regulation, which revocation shall take effect on October 16, 1905, on and after which date the regulation given below shall become and be effective until otherwise ordered:

REGULATION 21. Cattle not visibly diseased with scabies may be shipped without inspection from points in the quarantined area to Buffalo, N. Y., Chicago, Ill., Cincinnati, Ohio, Cleveland, Ohio, Denver, Colo., Fort Worth, Tex., Indianapolis, Ind., Kansas City, Mo., Kansas City, Kans., Louisville, Ky., Milwaukee, Wis., National Stock Yards, Ill., South Omaha, Nebr., Sioux City, Iowa, South St. Joseph, Mo., St. Louis, Mo., South St. Paul, Minn., or to any other market or slaughtering center where inspection is maintained and where facilities are available for either dipping or slaughtering cattle under the supervision of this Department. When so shipped the cattle shall be submitted for inspection at destination, and when found upon such inspection to be free from disease and exposure thereto en route no further restriction shall be placed upon them. If found upon inspection to be infected, they shall not be permitted further shipment until treated as heretofore prescribed for diseased cattle.

When cattle are shipped without inspection under the terms of this regulation, the employees of the transportation company shall affix to both sides of each car a durable conspicuous printed placard not less than $5\frac{1}{2}$ by 8 inches in size, the letters of which shall be bold face and not less than $1\frac{1}{2}$ inches in height. These placards shall bear the words "UNINSPECTED CATTLE" and shall not be removed until the cattle have arrived at destination and the inspector has indicated the disposition to be made of the cars. The waybills, contractors' manifests, memoranda, and bills of lading of said shipment shall also bear the notation "UNINSPECTED CATTLE."

JAMES WILSON,
Secretary of Agriculture.

AMENDMENT 3 TO THE REGULATIONS GOVERNING THE INSPECTION AND SHIPMENT
OF LIVE STOCK

Amendment effective on and after January 1, 1906.

MODIFICATIONS OF REGULATIONS 41, 42, 44, AND 45.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., December 15, 1905.

The regulations of the Secretary of Agriculture governing the inspection, disinfection, certification, treatment, handling, and method and manner of delivery and shipment of live stock which is the subject of interstate commerce, issued under date of May 1, 1905, effective on and after June 1, 1905, as amended by amendment 1, issued under date of August 30, 1905, and effective on and after September 15, 1905, and as amended by amendment 2, issued under date of September 27, 1905, and effective on and after October 16, 1905, are hereby modified by the revocation of regulations 41, 42, 44, and 45 and the substitution therefor of the following regulations, which revocation shall take effect on January 1, 1906, on and after which date the regulations given below shall become and be effective until otherwise ordered:

REGULATION 41. No stallion or jack shall be allowed to run at large in an area quarantined by the Secretary of Agriculture for maladie du coit, and all stallions and jacks in such quarantined area shall be tagged as hereinafter provided.

REGULATION 42. There shall be no breeding of horses or asses in a herd in an area quarantined by the Secretary of Agriculture for maladie du coit in which there is a horse or an ass which has been exposed to the infection of maladie du coit within eighteen months after the said exposure.

REGULATION 44. Any stallions or jacks found running at large in an area quarantined by the Secretary of Agriculture for maladie du coit may be castrated by an inspector or other employee of the Bureau of Animal Industry of the Department of Agriculture, or by such other person as may be duly authorized by the inspector in charge of such quarantined area, and no indemnity shall be allowed the owner in case of damage resulting from such castration. The terms "stallion" and "jack" shall be understood to apply to any uncastrated male horse or ass 1 year of age or over.

REGULATION 45. Any stallion or jack in an area quarantined by the Secretary of Agriculture for *maladie du coit* may, in the discretion of the inspector of the Bureau of Animal Industry of the Department of Agriculture in charge of such quarantined area, be tagged with a numbered tag, kept under such restrictions as the inspector in charge shall prescribe, and shall be subject to examination at such times and as frequently as may be thought necessary by the inspector for the purpose of ascertaining whether symptoms of the disease have developed.

JAMES WILSON,
Secretary of Agriculture.

AMENDMENT 4 TO THE REGULATIONS GOVERNING THE INSPECTION AND SHIPMENT
OF LIVE STOCK

Effective on and after July 1, 1906.

MODIFICATION OF REGULATION 38.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., June 16, 1906.

The regulations of the Secretary of Agriculture governing the inspection, disinfection, certification, treatment, handling, and method and manner of delivery and shipment of live stock which is the subject of interstate commerce, issued under date of May 1, 1905, effective on and after June 1, 1905, are hereby modified by the revocation of regulation 38 and the substitution therefor of the following regulation, which revocation shall take effect on July 1, 1906, on and after which date the regulation given below shall become and be effective until otherwise ordered:

REGULATION 38. Cars and other vehicles, yards, pens, sheds, chutes, etc., that have contained diseased sheep shall be cleaned and disinfected in the following manner:

Remove all litter and manure and then saturate the interior surfaces of the cars and the woodwork, flooring, and ground of the sheds, alleyways, and pens with a solution containing 5 per cent of pure carbolic acid, or with a solution containing 2 per cent of cresol. When cresol is used it must be mixed with soft soap in order to render it easily soluble in cold water.

Cars and premises are not required to be cleaned and disinfected on account of their having contained "dipped scabby sheep" that have been dipped within ten days, or sheep that have been exposed to scabies. In determining exposure all sheep in a flock or shipment in which disease is present shall be considered diseased.

JAMES WILSON,
Secretary of Agriculture.

RULES: NUMERICAL SERIES

RULE 1—REVISION 1—TO PREVENT THE SPREAD OF SPLENETIC FEVER IN CATTLE

Effective on and after February 1, 1906.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

The fact has been determined by the Secretary of Agriculture, and notice is hereby given, that a contagious and infectious disease known as splenetic, southern, or Texas, fever exists among cattle in the following-named States and Territories, to wit:

California, Oklahoma, Indian Territory, Texas, Arkansas, Louisiana, Mississippi, Tennessee, Alabama, Kentucky, Virginia, North Carolina, South Carolina, Georgia, and Florida.

Now, therefore, I, James Wilson, Secretary of Agriculture, under authority conferred by section 1 of the act of Congress approved March 3, 1905 (33 Stat., 1264), do hereby quarantine the following area, to wit:

All territory situate within the boundaries of California, Oklahoma, Indian Territory, Texas, Arkansas, Louisiana, Mississippi, Alabama, Tennessee, Virginia, North Carolina, South Carolina, Georgia, and Florida, and that portion of the territory in the State of Kentucky situate in the counties of Clinton and Wayne, and that portion of Pulaski County situate south of the Cumberland River and west of the south fork of the Cumberland River.

It is ordered by this rule, under the authority and discretion conferred on the Secretary of Agriculture by section 3 of the act of Congress approved March 3, 1905 (33 Stat., 1265), that cattle shall be moved from the area herein quarantined to any point not located in the said quarantined area only in accordance with the Regulations of the Secretary of Agriculture promulgated May 1, 1905, and effective June 1, 1905, as amended, subject to the following exceptions, to wit:

EXCEPTION 1. The following-named States and Territory have established State and Territorial quarantine lines differing from the line established by the Secretary of Agriculture, which are as follows, to wit:

CALIFORNIA.

Beginning on the Pacific coast where the northern boundary line of San Luis Obispo County connects with the Pacific Ocean; thence easterly along the northern boundary line of San Luis Obispo County to its junction with the western boundary of Kings County; thence northwesterly along the western boundary of Kings and Fresno coun-

ties to the western corner of Fresno County; thence northerly, easterly, and southerly along the western, northern, and eastern boundary line of Merced County to the southeast corner thereof; thence northeasterly along the northern boundary of Madera County to the northeast corner thereof; thence southerly and easterly along the eastern boundary lines of Madera, Fresno, and Tulare counties to the southeast corner of Tulare County; thence easterly along the southern boundary line of Inyo County to its intersection with the eastern boundary line of the State of California.

TEXAS.

Beginning at the intersection of the southern boundary of New Mexico with the international boundary line at the Rio Grande River; thence following along the said international boundary line to the southwest corner of the county of Pecos; thence following the western boundary line of Pecos County to the point where the roadbed of the G., H. & S. A. Railroad crosses said line; thence in an easterly direction with the center of said roadbed to a point on section 36, Block A2, G., H. & S. A. Railroad Company; thence north with the pasture fence running in a northerly direction through the eastern part of sections 13 and 12 of said Block A2 and across section 1, G., C. & S. F. Railroad Company; thence continuing north with said pasture fence through the eastern part of sections 16, 17, 46, 47, 76, 77, 106, 107, 136, 137, 142, 143, and 194, Block D, M., K. & T. Railroad Company; thence continuing in a northerly direction to a point on the north line of section 6, Block 160, G., C. & S. F. Railroad Company, same being corner of pasture fence; thence east with the north line of sections 6, 9, 10, 11, 12, 15, 16, Block 160, G., C. & S. F. Railroad Company, to the northeast corner of said section 16, the same being corner of pasture fence; thence in a northerly direction with the east boundary line of sections 22, 21, 20, 23, 24, 25, 26, 27, 28, 29, 30, 31, and 32, Block 1, C. C. S. D. & R. G. N. G. Railroad Company, to the northeast corner of said section 32; thence west with the north boundary line of sections 32 and 33, same block, to the northwest corner of section 33, Block 1, C. C. S. D. & R. G. N. G. Railroad Company, corner of fence; thence north with the east boundary line of sections 1, 12, 13, 24, 25, 36, 37, 48, 49, 60, 61, and 72, Block 2, C. C. S. D. & R. G. N. G. Railroad Company to the northeast corner of said section 72; thence in an easterly direction with the pasture fence to the southeast corner of section 9, patented to James E. Evans; thence north with the east line of said section 9 to the northwest corner of section 100, Block A2, T. C. Railroad Company; thence east with the north boundary line of said sections 100 and 89, same block, to the northeast corner of said section 89, Block A2, T. C. Railroad Company; thence north with the east boundary line of sections 90, 91, 92, and 93 to the southeast corner of section 94, Block A2, T. C. Railroad Company; thence northwest diagonally across section 94 to the northwest corner of said section; thence continuing in a northwesterly direction diagonally across sections 14, 18, and 28 to the northeast corner of section 29, Block C4, G. C. & S. F. Railroad Company; thence west with the north boundary line of said section 29 to the northwest corner of said section; thence northwest diagonally across section 1, T. C.

Railroad Company, section 97, Block 194, G. C. & S. F. Railroad Company, to the northeast corner of section 96; thence in a northerly direction across section 94 to a point on its north boundary line 600 varas west of its northeast corner; thence continuing north through sections 93, 90, 89, 86, 85, and 58, Block 194, G. C. & S. F. Railroad Company, to a point on the north boundary line of said section 58; thence northwesterly with the pasture fence through section 59 to the northeast corner of section 82 and the southeast corner of section 81, same block; thence continuing northwesterly to section 17, H. & G. N. Railroad Company; thence north with the east line of said section 17 to the Pecos River; thence northwesterly with said Pecos River to the northwest corner of Crockett County; thence east along the northern boundary of Crockett and Schleicher counties to the southeastern corner of Irion County; thence north along the eastern boundary of Irion County to the northeast corner of said county; thence continuing due north to the southern boundary line of Coke County; thence west with the southern boundary of Coke County to the southwest corner of Coke County; thence north along the western boundary of Coke County to the southern boundary of Mitchell County; thence east to the southeast corner of Mitchell County; thence north along the eastern boundary of Mitchell County to the northeast corner of said county; thence east along the southern boundaries of Fisher and Jones counties to the southeast corner of Jones County; thence north along the eastern boundary of Jones County to the northeast corner of said county; thence east along the southern boundary of Haskell County to the southeast corner of said county; thence north along the western boundary lines of Throckmorton and Baylor counties to the northwest corner of Baylor County; thence east along the southern boundary of Wilbarger County to the southeast corner of said county; thence north along the eastern boundary of Wilbarger County to the Red River; thence continuing in a northwesterly direction along the course of said river and the northern boundary of Texas to the southwest corner of Greer County, Oklahoma Territory; thence north, following the eastern boundary line of Texas to the northwest corner of said Greer County.

OKLAHOMA.

Beginning on the Red River at the northwestern corner of Wichita County, Tex.; thence northwesterly along the course of said river to the southwest corner of Greer County; thence north along the western boundary of Greer County to the northwest corner thereof; thence easterly and southerly along the southern boundary of Roger Mills County to the southeast corner of said county; thence east along the southern boundary line of Washita County to the southeast corner of said county; thence north along the eastern boundary lines of Washita and Custer counties to the Canadian River; thence in a southeasterly direction along the course of said river to the southeast corner of Canadian County; thence north along the eastern boundary line of Canadian County to the northwest corner of Cleveland County; thence east, along the northern line of Cleveland County to the middle of the right of way of the Atchison, Topeka and Santa Fe Railway; thence northerly following the middle of said right of way through Oklahoma, Logan, Noble, and Payne counties, and the Otoe and Missouri and

Ponca Indian reservations to the northern boundary of the Ponca Indian Reservation; thence east along the northern boundary of the Ponca Indian Reservation to the Arkansas River; thence in a northerly direction following the course of the said river to its intersection with the thirty-seventh parallel of north latitude at the southern boundary line of Kansas.

TENNESSEE.

Beginning on the Mississippi River at the southeast corner of the State of Missouri at the western boundary of Tennessee; thence southerly along the western boundaries of the counties of Dyer and Lauderdale; thence following the main channel of the Mississippi River (leaving Island No. 37 to the north and west) to the northwestern corner of Shelby County, on the Mississippi River; thence easterly along the northern boundary lines of Shelby and Fayette counties to the southwestern corner of Haywood County; thence northerly along the western boundary line of Haywood County to the Big Hatchie River; thence southeasterly along said river to its intersection with the southern boundary line of Haywood County; thence east and north along the southern and eastern boundary lines of Haywood County to the northeastern corner of said county; thence following the northern boundary line of Madison County to the southwest corner of Carroll County; thence northerly and easterly along the western and northern boundary lines of Carroll County to the northeast corner of said county; thence southerly along the eastern boundary of said county to its intersection with the N. C. & St. L. Railway; thence easterly along the middle of the roadbed of said railway through Benton County to the intersection of said N. C. & St. L. Railway with the Tennessee River at the eastern boundary of Benton County; thence southerly along the eastern boundaries of Benton and Decatur counties to the northwest corner of Wayne County; thence easterly along the northern boundary line of Wayne County to the southeast corner of Perry County; thence northerly, easterly, and southerly along the western, northern, and eastern boundaries of Lewis County to the northern boundary line of Lawrence County; thence easterly along the northern boundary of Lawrence County to the northeast corner thereof; thence southerly along the eastern boundary of Lawrence County to the southeast corner thereof; thence east along the southern boundary of Giles County to Elk River; thence northeasterly along said river, through Giles and Lincoln counties, to the eastern boundary of Lincoln County; thence northerly and easterly along the western and northern boundaries of Moore County to the northeast corner of Moore County; thence northerly along the western boundary lines of Coffee and Cannon counties to the northwest corner of Cannon County; thence northeasterly and southeasterly along the northern and eastern boundaries of Cannon County to the boundary of Warren County; thence easterly along the northern boundary of Warren County to the western boundary of White County; thence northeasterly and southeasterly along the western and northern boundaries of White County to the western boundary of Cumberland County; thence southerly, easterly, and northeasterly along the western, southern, and eastern boundaries of Cumberland County to the northern corner of Rhea County; thence southerly along the eastern boundary lines of Rhea and James counties to the boundary line of Bradley County; thence northerly and south-

easterly along the northern boundary lines of Bradley and Polk counties to the northeast corner of Polk County; thence southerly along the eastern boundary line of Polk County to the southeast corner thereof at the southwestern corner of North Carolina.

GEORGIA.

Beginning at the intersection of the western boundary line of Union County with the boundary line between the States of Georgia and North Carolina; thence southerly along the western boundary of Union County to the southwest corner thereof; thence northeasterly and easterly along the southern boundary lines of Union and Towns counties to the western corner of Rabun County; thence easterly, southeasterly, and northeasterly along the western, southern, and eastern boundaries of Rabun County to the northeast corner of said county on the boundary between Georgia and North Carolina.

NORTH CAROLINA.

Beginning at the southwest corner of the county of Cherokee; thence east along the southern boundary lines of the counties of Cherokee, Clay, Macon, Jackson, Transylvania, and Henderson to the southwest corner of the county of Polk; thence northerly along the western boundaries of Polk and Rutherford counties to the southern boundary of McDowell County; thence westerly, northerly, and northeasterly along the southern, western, and northern boundaries of McDowell County to the north fork of the Catawba River; thence southerly along the course of said north fork to the Catawba River; thence easterly along the course of said river to its intersection with the western boundary line of Burke County; thence southerly and easterly along the western and southern boundaries of said county to the northeastern corner of Cleveland County; thence southerly along the eastern boundary of Cleveland County to the boundary line between North Carolina and South Carolina; thence easterly along said State boundary line to the Catawba River; thence northerly, following the course of the Catawba River, to the southwest corner of Iredell County; thence east along the southern boundary line of Iredell and Rowan counties to the right of way of the main line of the Southern Railway; thence northeasterly, following the right of way of said main line of the Southern Railway, to the Yadkin River; thence northerly along the course of said Yadkin River to the southeast corner of Yadkin County; thence westerly, northerly, and easterly along the southern, western, and northern boundaries of Yadkin County to the southeastern corner of Surry County; thence northerly along the eastern boundary of Surry County to its intersection with the northern boundary line of the State of North Carolina; thence westerly along the northern boundary line of the State of North Carolina to the southwestern corner of Patrick County, Virginia.

VIRGINIA.

Beginning at the boundary line of Virginia at its southwestern corner (Lee County); thence east along the southern boundary of Virginia to the southwestern corner of Patrick County; thence northerly and

easterly along the western boundaries of Patrick and Franklin counties to the northernmost point of Franklin County; thence in a southeasterly and northeasterly direction along the southern and eastern boundaries of Bedford County to the James River; thence following the James River to the southeastern corner of Charles City County; thence northerly and easterly along the western and northern boundaries of James City County to the western boundary of Gloucester County at the York River; thence southerly and northerly along the southern and eastern boundaries of Gloucester County to the northeastern corner of said county; thence easterly and southerly along the northern and eastern boundaries of Mathews County to the southeastern point of said county; thence south to the northern boundary of Elizabeth City County; thence westerly and northerly along the boundaries of Elizabeth City and Warwick counties to the James River; thence southeasterly along the course of the said river to the northwest corner of Norfolk County; thence south along the western boundary of said county to its intersection with the northern boundary of North Carolina; thence east along the southern boundaries of Norfolk and Princess Anne counties to the Atlantic Ocean.

The States and Territory above named have enacted laws necessary to enforce said lines completely within their respective boundaries, and these quarantine lines, subject to the changes contained in exception 2, are hereby adopted, to continue as provided in regulation 11 of the regulations of the Secretary of Agriculture, promulgated May 1, 1905, and effective June 1, 1905. The area herein quarantined is modified accordingly.

EXCEPTION 2.—That portion of the quarantine line for the State of Virginia described in exception 1, beginning at the southwestern corner of Virginia (Lee County) and extending east along the southern boundary line of Virginia to the southwestern corner of Patrick County, Va., is hereby suspended during the continuance of the lines for the States of Tennessee and North Carolina, as described in exception 1.

That portion of the quarantine line for the State of North Carolina described in exception 1, beginning at the intersection of the northwest corner of Union County, Ga., with the North Carolina State line and extending easterly along the southern boundary line of North Carolina to the northeast corner of Rabun County, Ga., is hereby suspended during the continuance of the line for the State of Georgia, as described in exception 1.

EXCEPTION 3.—California. During the continuance of the quarantine as herein established and modified no cattle originating in the said modified quarantined area shall be moved or allowed to move into the counties of Kern, Tulare, Kings, San Luis Obispo, Fresno, Madera, and Merced. No cattle shall be moved or allowed to move, except as provided for immediate slaughter, from the counties of Kern, Tulare, Kings, San Luis Obispo, Fresno, Madera, and Merced to any portion of the State of California located outside of the modified quarantined area until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry or by a duly authorized inspector of the State of California; and no cattle from said counties shall be moved or allowed to move, except as provided for immediate slaughter, to any point, not in the State of California, which is located outside of

the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

EXCEPTION 4.—Texas. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move into the counties of Baylor and Throckmorton.

No cattle shall be moved or allowed to move from the counties of Childress, Cottle, Hardeman, Foard, Wilbarger, King, Knox, Haskell, Stonewall, Jones, Borden, Howard, Mitchell, Glasscock, Sterling, Irion, Reagan, Upton, Throckmorton, and Baylor, to any portion of the State of Texas located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry, or by a duly authorized inspector of the State of Texas; and no cattle from said counties shall be moved or allowed to move, except as provided for immediate slaughter, to any point not in the State of Texas, which is located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

EXCEPTION 5.—Oklahoma. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move into the counties of Cleveland, Pottawatomie, Lincoln, Pawnee, those portions of Blaine and Canadian counties south of the Canadian River, that portion of Caddo County north of the right of way of the Chicago, Rock Island and Pacific Railway, that portion of Kiowa County lying north of Comanche County and the line between townships 4 and 5 north, extended westward to its intersection with the North Fork of Red River, those portions of the counties of Oklahoma, Logan, Payne, and Noble lying east of the right of way of the Atchison, Topeka and Santa Fe Railway, or into the Kansas Nation or Osage Nation: *Provided*, That from February 1 to May 5 of each year cattle of said modified quarantined area may be moved into the above-described territory after having been dipped once in Beaumont crude petroleum, or otherwise satisfactorily treated, under the supervision of an inspector of the Bureau of Animal Industry: *And provided further*, That the cattle after being so dipped or treated are shipped in clean and disinfected cars and are accompanied by a certificate of dipping or treatment issued by the inspector supervising the same.

No cattle shall be moved or allowed to move from the counties of Oklahoma, Logan, Payne, Cleveland, Pottawatomie, Lincoln, Pawnee, Canadian, that portion of Noble County included in the Otoe and Missouri Indian reservations, and that portion of Noble County bounded on the north by the Otoe and Missouri Indian Reservation, on the east by Pawnee County, on the south by Payne County, and on the west by the right of way of the Atchison, Topeka and Santa Fe Railway, that portion of Blaine County south of the

Canadian River, that portion of Caddo County north of the right of way of the Chicago, Rock Island and Pacific Railway, that portion of Kiowa County lying north of Comanche County and the line between townships 4 and 5 north, extended westward to its intersection with the north fork of Red River, nor from the Kansas Nation or Osage Nation, to any portion of the Territory of Oklahoma located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry or by a duly authorized inspector of the Territory of Oklahoma; and no cattle from said counties, parts of counties, or localities shall be moved or allowed to move, except as provided for immediate slaughter, to any point not in the Territory of Oklahoma, which is located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

EXCEPTION 6.—Tennessee. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move into the counties of Cannon and Moore, that part of Carroll County lying west of the Huntingdon and Paris road and north of the Huntingdon and Trezevant stage road, and that part of Madison County lying north of the right of way of the Nashville, Chattanooga and St. Louis Railway and west of the right of way of the Illinois Central Railroad, except that portion of said county lying within the corporate limits of the city of Jackson.

No cattle shall be moved or allowed to move, except as provided for immediate slaughter, from the counties of Pickett, Overton, Fentress, Putnam, Dekalb, Cumberland, Cannon, Moore, those portions of the counties of Clay and Jackson lying south and east of the Cumberland River, that portion of Roane County lying north of the Tennessee and Clinch rivers, that part of Carroll County lying west of the Huntingdon and Paris road and north of the Huntingdon and Trezevant stage road, and that part of Madison County lying north of the right of way of the Nashville, Chattanooga and St. Louis Railway and west of the right of way of the Illinois Central Railroad, except that portion of said county lying within the corporate limits of the city of Jackson, to any portion of the State of Tennessee located outside of the modified quarantined area until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry or by a duly authorized inspector of the State of Tennessee; and no cattle from the said counties or portions thereof shall be moved or allowed to move, except as provided for immediate slaughter, to any point not in the State of Tennessee which is located outside of the modified quarantined area until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

EXCEPTION 7.—North Carolina. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move into the counties of Yadkin, Mecklenburg, Cabarrus, Cleveland, Polk, Rutherford, Stokes, Forsyth, Davidson, Rockingham, Guilford, and that part of McDowell lying south of the Catawba River and west of the north fork of said river, and that part of Rowan County south and east of the right of way of the main line of the Southern Railway.

No cattle shall be moved or allowed to move from the above-mentioned counties or portions thereof to any portion of the State of North Carolina located outside of the modified quarantined area except during the months of January, February, March, and December of each year, and then only after having been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry or by a duly authorized inspector of the State of North Carolina; and no cattle from the said counties or portions thereof shall be moved or allowed to move, except as provided for immediate slaughter, to any point not in the State of North Carolina which is located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

EXCEPTION 8.—Kentucky. During the continuance of the quarantine as herein established and modified, no cattle shall be moved or allowed to move, except as provided for immediate slaughter, from the counties of Clinton and Wayne and that portion of Pulaski County south of the Cumberland River and west of the south fork of the Cumberland River, to any portion of the State of Kentucky located outside of the modified quarantined area until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry or by a duly authorized inspector of the State of Kentucky; and no cattle from said counties, or portion of a county, shall be moved or allowed to move, except as provided for immediate slaughter, to any point not in the State of Kentucky which is located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

EXCEPTION 9.—Arkansas. During the months of January, February, and March of each year, cattle may, after inspection and certification of freedom from ticks (*Boophilus annulatus*) by an inspector of the Bureau of Animal Industry, be moved from the counties of Benton, Washington, Carroll, Madison, Boone, Newton, Marion, Searcy, Baxter, Fulton, Izard, Stone, Sharp, Independence, Randolph, Lawrence, Clay, and Greene to points located outside of the modified quarantined area, for feeding and stocking purposes, subject to the following restrictions, to wit: The cattle shall have been continuously in said counties for not less than thirty days immediately next preceding the date of inspection. Proper facilities shall be afforded for

making such inspection. After inspection said cattle shall be moved immediately, without exposure to the infection of splenetic or Texas fever direct to pastures or feed lots, without dividing the herd or shipment. The cattle shall be kept continuously in the State into which they are moved for at least three months after arrival. Permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be forwarded.

No cattle from said counties shall be moved or allowed to move, except as provided for immediate slaughter, to any point located outside of the modified quarantined area, unless accompanied by a written permit for the movement from an inspector of the Bureau of Animal Industry.

EXCEPTION 10.—Open season. During the months of January, November, and December of each year cattle originating in the modified quarantined area shall not be moved from the modified quarantined area for purposes other than immediate slaughter into the States of Missouri and Kansas, the Territories of Arizona and New Mexico, and those portions of California, Texas, Oklahoma, Tennessee, and Georgia not included in the modified quarantined area until the said cattle shall have been inspected, found free of infection, and a written permit for the movement is issued by an inspector of the Bureau of Animal Industry, or by a duly authorized inspector of the State or Territory to which the cattle are destined, nor until permission shall have been obtained from the proper official of the said State or Territory. During the months of January, February, the first fifteen days in March, and the month of December in each year cattle originating in the modified quarantined area may be moved under the above-mentioned restrictions into those portions of the States of Virginia and North Carolina not included in the modified quarantined area.

Cattle originating in and shipped from the modified quarantined area into any State outside of the modified quarantined area, other than those States and Territories and portions thereof set out in this exception, shall not be moved into or unloaded in transit through any of the States or Territories or portions thereof hereinbefore set out in this exception within three months of the date of the movement from the modified quarantined area.

Cattle which are moved from the modified quarantined area into those States or Territories or portions thereof hereinbefore set out in this exception, under certificates from inspectors either of the Bureau of Animal Industry or of the States or Territories to which the cattle are destined for feeding or stocking purposes, shall not be placed in stock pens which have been reserved for cattle originating in the modified quarantined area.

EXCEPTION 11.—Virginia. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move into Campbell County.

No cattle shall be moved or allowed to move from Campbell County to any portion of the State of Virginia located outside of the modified quarantined area until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry, or by a duly authorized inspector of the State of Virginia; and no cattle from Campbell County shall be

moved or allowed to move, except as provided for immediate slaughter, to any point not in the State of Virginia which is located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

EXCEPTION 12.—Indian Territory. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move, except as hereinafter provided, into registration districts 1, 2, 3, 4, and 5, being that portion of Cherokee Nation bounded on the south by the northern boundary of the Creek Nation and a line extended from the northeast corner of said Creek Nation due east to the Arkansas State line: *Provided*, That from February 1 to May 5 of each year cattle of said modified quarantined area may be moved into the above-mentioned registration districts (1, 2, 3, 4, and 5) after having been dipped once in Beaumont crude petroleum, or otherwise satisfactorily treated under the supervision of an inspector of the Bureau of Animal Industry: *And provided further*, That the cattle after being so dipped or treated are shipped in clean and disinfected cars and are accompanied by a certificate of dipping or treatment issued by the inspector supervising the same.

No cattle from said registration districts shall be moved or allowed to move, except as provided for immediate slaughter, to any point which is located outside of the modified quarantined area until the said cattle shall have been inspected, found free of infection, and a written permit is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

FEEDING STATIONS.

Cattle originating outside of the modified quarantined area which are transported by rail through the modified quarantined area may be unloaded for rest, feed, and water into uninfected pens set apart for such cattle at Polk Stock Yards and Union Stock Yards at Fort Worth, Tex.; the stock yards at Baird, Tex.; the Southern Pacific Railway Stock Yards at Los Angeles, Cal.; the stock yards at Colton, Cal., Bakersfield, Cal., and Salisbury, N. C.; and at the Sapulpa Stock Yards of the St. Louis and San Francisco Railroad at Sapulpa, Ind. T., subject to the following restrictions, to wit:

The cattle shall be free from ticks (*Boophilus annulatus*) and shall not have been unloaded at any point in the modified quarantined area other than the authorized unloading points named herein. The cattle shall be reloaded into the same cars from which unloaded or into other cleaned and disinfected cars and reshipped as uninfected cattle.

INTERPRETATION.

This rule must be construed in connection with the regulations of the Secretary of Agriculture promulgated May 1, 1905, as amended, and is subject to amendment or revision on statutory notice.

Rule 1, dated May 1, 1905, effective June 1, 1905, and amendment 1 to rule 1, dated September 23, 1905, and effective October 1, 1905, shall cease to be effective on and after February 1, 1906, on and after which date this revision 1 of rule 1 shall become and be effective until otherwise ordered.

Done at Washington this 25th day of January, 1906.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.

AMENDMENT 4 TO RULE 1—REVISION 1—TO PREVENT THE SPREAD OF SPLENETIC
FEVER IN CATTLE

Effective on and after June 15, 1906.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

It is ordered that exception 4 of rule 1, revision 1, to prevent the spread of splenetic fever in cattle, effective on and after February 1, 1906, be and the same is hereby amended to read as follows:

EXCEPTION 4.—Texas. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move into the counties of Baylor and Throckmorton.

No cattle shall be moved or allowed to move from the counties of Childress, Cottle, Hardeman, Foard, Wilbarger, King, Knox, Haskell, Stonewall, Jones, Borden, Howard, Mitchell, Glasscock, Sterling, Irion, Reagan, Upton, Throckmorton, Baylor, and those portions of the counties of Pecos and Terrell lying north and west of the quarantine line described in exception 1 of rule 1, revision 1, to any portion of the State of Texas located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry, or by a duly authorized inspector of the State of Texas; and no cattle from said counties or parts of counties shall be moved or allowed to move, except as provided for immediate slaughter, to any point not in the State of Texas which is located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

Done at Washington this 26th day of May, 1906.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JOHN WILSON,
Secretary of Agriculture.

AMENDMENT 5 TO RULE 1—REVISION 1—TO PREVENT THE SPREAD OF SPLENETIC FEVER IN CATTLE

Effective on and after July 15, 1906.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

The fact has been determined by the Secretary of Agriculture and notice is hereby given that the infectious disease known as splenetic, southern, or Texas fever is not now known to exist, or exists to a slight extent only, among cattle in certain portions of the State of California quarantined by rule 1, revision 1, dated January 25, 1906, and effective February 1, 1906.

Now, therefore, I, James Wilson, Secretary of Agriculture, under authority of law, do hereby amend rule 1, revision 1, to prevent the spread of splenetic fever in cattle, in the following particulars to wit:

First. That part of exception 1 which describes the quarantine line through the State of California is amended to read as follows:

CALIFORNIA.

Beginning on the Pacific coast where the northern boundary line of San Luis Obispo County connects with the Pacific Ocean; thence easterly along the northern boundary line of San Luis Obispo County to its junction with the western boundary of Kings County; thence northwesterly along the western boundary of Kings and Fresno counties to the northwestern corner of Fresno County; thence northeasterly along the southern boundary of Merced County and the western, southern, and eastern boundaries of those portions of the Chowchilla and Bliss ranches at present included in Madera County to the southeastern corner of Merced County; thence continuing northeasterly along the northern boundary of Madera County to the northeast corner thereof; thence southerly and easterly along the eastern boundary lines of Madera, Fresno, and Tulare counties to the southeast corner of Tulare County; thence easterly along the southern boundary line of Inyo County to its intersection with the eastern boundary line of the State of California.

Second. Exception 3 is amended to read as follows:

EXCEPTION 3.—California. During the continuance of the quarantine as herein established and modified, no cattle originating in the said modified quarantined area shall be moved or allowed to move into the counties of Kern, Tulare, Kings, San Luis Obispo, Fresno, and Madera. No cattle shall be moved or allowed to move, except as provided for immediate slaughter, from the counties of Kern, Tulare, Kings, San Luis Obispo, Fresno, and that portion of Madera County not at present included in the Chowchilla and Bliss ranches to any portion of the State of California located outside of the modified quarantined area until the said cattle shall have been inspected, found free of infection, and written permission is given by an inspector of the Bureau of Animal Industry or by a duly authorized inspector of the State of California; and no cattle from said counties and portion of a county shall be moved or allowed to move, except as provided for immediate slaughter, to any point, not in the State of California,

which is located outside of the modified quarantined area, until the said cattle shall have been inspected, found free of infection, and a written permit for the shipment is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

Done at Washington this 2d of July, 1906.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.

AMENDMENT 6 TO RULE 1—REVISION 1—TO PREVENT THE SPREAD OF SPLENETIC
FEVER IN CATTLE

Effective on and after October 1, 1906.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

It is ordered that exceptions 5 and 12 of rule 1, revision 1, to prevent the spread of splenetic fever in cattle, effective on and after February 1, 1906, be, and the same are hereby, amended in the following particulars, to wit:

First. The first paragraph of exception 5 is amended to read as follows:

EXCEPTION 5.—Oklahoma. During the continuance of the quarantine as herein established and modified no cattle originating in the said modified quarantined area and no tick-infested horses or mules shall be moved or allowed to move, except as hereinafter provided, into the counties of Cleveland, Pottawatomie, Lincoln, Pawnee, those portions of Blaine and Canadian counties south of the Canadian River, that portion of Caddo County north of the right of way of the Chicago, Rock Island and Pacific Railway, and that portion of Kiowa County lying north of Comanche County and the line between townships 4 and 5 north, extended westward to its intersection with the north fork of Red River, those portions of the counties of Oklahoma, Logan, Payne, and Noble lying east of the right of way of the Atchison, Topeka and Santa Fe Railway, or into the Kansas Nation or Osage Nation: *Provided*, That from October 1 of each year to May 15 of the following year cattle of said modified quarantined area and tick-infested horses and mules may be moved into the above-described territory after having been satisfactorily dipped in Beaumont crude petroleum, or otherwise properly treated, under the supervision of an inspector of the Bureau of Animal Industry: *And provided further*, That such animals after being so dipped or treated shall be shipped in clean and disinfected cars and shall be accompanied by a certificate of dipping or treatment issued by the inspector supervising the same.

Second. Exception 12 is amended to read as follows:

EXCEPTION 12.—Indian Territory. During the continuance of the quarantine as herein established and modified no cattle originating in the said modified quarantined area and no tick-infested horses or mules shall be moved or allowed to move, except as hereinafter provided, into registration districts 1, 2, 3, 4, and 5, being that portion

of Cherokee Nation bounded on the south by the northern boundary of the Creek Nation, and a line extended from the northeast corner of said Creek Nation due east to the Arkansas State line:

Provided, That from October 1 of each year to May 15 of the following year cattle of said modified quarantined area and tick-infested horses and mules may be moved into the above-mentioned registration districts (1, 2, 3, 4, and 5) after having been satisfactorily dipped in Beaumont crude petroleum, or otherwise properly treated under the supervision of an inspector of the Bureau of Animal Industry: *And provided further*, That such animals after being so dipped or treated shall be shipped in clean and disinfected cars and shall be accompanied by a certificate of dipping or treatment issued by the inspector supervising the same.

No cattle from said registration districts shall be moved or allowed to move, except as provided for immediate slaughter, to any point which is located outside of the modified quarantined area until the said cattle shall have been inspected, found free from infection, and a written permit is issued by an inspector of the Bureau of Animal Industry, nor until permission shall have been obtained in advance of the movement from the proper official of the State or Territory into which the cattle are to be shipped.

Done at Washington this 18th day of September, 1906.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.

AMENDMENT 7 TO RULE 1—REVISION 1—TO PREVENT THE SPREAD OF SPLENETIC
FEVER IN CATTLE

Effective on and after November 1, 1906.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

It is ordered that exception 10 of rule 1, revision 1, to prevent the spread of splenic fever in cattle, effective on and after February 1, 1906, be, and the same is hereby, amended to read as follows:

EXCEPTION 10.—Open season. During the months of January, November, and December of each year cattle originating in the modified quarantined area shall not be moved from the modified quarantined area for purposes other than immediate slaughter into the States of Missouri and Kansas, the Territories of Arizona and New Mexico, and those portions of California, Texas, Tennessee, and Georgia not included in the modified quarantined area, until the said cattle shall have been inspected and found free of infection and a written permit for the movement is issued by an inspector of the Bureau of Animal Industry or by a duly authorized inspector of the State or Territory to which the cattle are destined, nor until permission shall have been obtained from the proper official of the said State or Territory. During the months of January and February, the first fifteen days of March and the last sixteen days of December in each year cattle originating in the modified quarantined area may be moved under the above-mentioned restrictions into those portions of the States of Virginia and

North Carolina not included in the modified quarantined area. During the months of January and December in each year cattle originating in the modified quarantined area may be moved under the above-mentioned restrictions into that portion of Oklahoma not included in the modified quarantined area.

Cattle originating in and shipped from the modified quarantined area into any State outside of the modified quarantined area, other than those States and Territories and portions thereof set out in this exception, shall not be moved into or unloaded in transit through any of the States or Territories or portions thereof hereinbefore set out in this exception within three months of the date of the movement from the modified quarantined area.

Cattle which are moved from the modified quarantined area into those States or Territories or portions thereof hereinbefore set out in this exception, under certificates from inspectors either of the Bureau of Animal Industry or of the States or Territories to which the cattle are destined for feeding or stocking purposes, shall not be placed in stock pens which have been reserved for cattle originating in the modified quarantined area.

Done at Washington this 15th day of October, 1906.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.

AMENDMENT 8 TO RULE 1—REVISION 1—TO PREVENT THE SPREAD OF SPLENETIC
FEVER IN CATTLE

Effective on and after December 1, 1906.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

The fact has been determined by the Secretary of Agriculture and notice is hereby given that the infectious disease known as splenetic, southern, or Texas fever is not now known to exist, or exists to a slight extent only, among cattle in certain counties of the State of Virginia, quarantined by rule 1, revision 1, dated January 25, 1906, and effective February 1, 1906.

Now, therefore, I, James Wilson, Secretary of Agriculture, under authority of law, do hereby amend rule 1, revision 1, to prevent the spread of splenetic fever in cattle, in the following particulars, to wit:

First. That part of exception 1 which describes the quarantine line through the State of Virginia is amended to read as follows:

VIRGINIA.

Beginning at the boundary line of Virginia at its southwestern corner (Lee County); thence east along the southern boundary of Virginia to the southwestern corner of Patrick County; thence northerly and easterly along the western boundary of Patrick County to the northernmost point of said county; thence easterly and northerly along the southern and eastern boundaries of Franklin County to the northeastern corner of said county; thence easterly along the northern boundaries of Pittsylvania and Halifax counties to the southeastern

corner of Campbell County; thence northerly along the eastern boundary of Campbell County to its intersection with the southern boundary of Appomattox County; thence easterly and southeasterly along the southern boundaries of Appomattox, Prince Edward, and Nottoway counties to the southeastern corner of Nottoway County; thence northerly, easterly, westerly, and northeasterly along the eastern boundaries of Nottoway, Amelia, and Powhatan counties to the James River thence following the James River to the southeastern corner of Charles City County; thence northerly and easterly along the western and northern boundaries of James City County to the York River; thence southeasterly along the boundaries of James City and York counties to the northeastern corner of Elizabeth City County; thence westerly, northwesterly, and southerly along the boundaries of Elizabeth City and Warwick counties to the James River; thence southeasterly along the course of the said river to the northwest corner of Norfolk County; thence southerly along the western boundary of said county to its intersection with the northern boundary of North Carolina; thence east along the southern boundaries of Norfolk and Princess Anne counties to the Atlantic Ocean.

Second. Exception 11 is revoked.

Done at Washington this 21st day of November, 1906.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.

RULE 2—TO PREVENT THE SPREAD OF SCABIES IN CATTLE

Effective on and after June 1, 1905.

U. S. DEPARTMENT OF AGRICULTURE, OFFICE OF THE SECRETARY.

The fact has been determined by the Secretary of Agriculture, and notice is hereby given, that a contagious, communicable disease known as scabies exists among cattle in the following-named States and Territories, to wit:

Washington, Oregon, Montana, North Dakota, South Dakota, Nebraska, Kansas, Colorado, Wyoming, Texas, New Mexico, and Oklahoma.

Now, therefore, I, James Wilson, Secretary of Agriculture, under authority conferred by section 1 of the act of Congress approved March 3, 1905 (Public—No. 229), do hereby quarantine the following area, to wit:

All territory situate within the boundaries of Washington, Oregon, Montana, North Dakota, South Dakota, Nebraska, Kansas, Colorado, Wyoming, Texas, New Mexico, and Oklahoma.

It is ordered by this rule, under the authority and discretion conferred upon the Secretary of Agriculture by section 3 of the act of Congress approved March 3, 1905 (Public—No. 229), that cattle shall be moved from the area herein quarantined to any point not located in the said quarantined area only in accordance with the regulations of the Secretary of Agriculture promulgated May 1, 1905, and effective June 1, 1905.

This rule is subject to amendment on statutory notice.

B. A. I. Order 106, dated March 10, 1903, and B. A. I. Order 123, dated March 18, 1904, shall cease to be effective on and after June 1, 1905, on and after which date this rule shall become and be effective until otherwise ordered.

Done at Washington this 1st day of May, 1905.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.

Amendment effective on and after September 15, 1906.

AMENDMENT 2 TO RULE 2—TO PREVENT THE SPREAD OF SCABIES IN CATTLE

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

The fact has been determined by the Secretary of Agriculture, and notice is hereby given, that the contagious and communicable disease known as scabies is not now known to exist, or exists to a slight extent only, among cattle in certain States and parts of States and Territories quarantined by rule 2, dated May 1, 1905, and effective June 1, 1905.

Now, therefore, I, James Wilson, Secretary of Agriculture, do hereby remove and revoke the quarantine placed by rule 2 upon the following area, to wit:

The States of Washington and Oregon; all that part of the State of Montana lying west of the western boundary line of the county of Teton and south of the southern boundary lines of the counties of Teton, Chouteau, and Dawson; all that part of the State of Wyoming lying north of the northern boundary lines of the counties of Converse and Natrona, and west of the western boundary lines of the counties of Natrona and Carbon; all that part of the State of Colorado lying west of the summit of the Medicine Bow Range of mountains in Larimer County, the west line of Boulder, Gilpin, Jefferson, Teller, Custer, Huerfano, and Las Animas counties; and also that part of Colorado lying west of the ninth guide meridian west in Fremont County; all that part of the Territory of New Mexico lying west of the western boundary lines of the counties of Colfax, Mora, San Miguel, and Guadalupe to the point where the roadbed of the El Paso and Rock Island Railway crosses the western boundary line of Guadalupe County; and also that part of the Territory of New Mexico lying west and north of the rights of way of the El Paso and Rock Island and the El Paso and Northeastern railways in the counties of Torrance, Lincoln, and Otero; all that part of the State of Texas lying south of the southern boundary lines of the counties of Andrews, Martin, Howard, Mitchell, Nolan, and Taylor, and east of the one hundredth meridian of longitude west of Greenwich, except the counties of Nueces, Cameron, and Hidalgo; all of the Territory of Oklahoma except the counties of Woodward and Beaver; all that part of the State of Kansas lying east of the western boundary lines of the counties of Barber, Pratt, Stafford, Barton, Russell, Osborne, and Smith; all that part of the State of South Dakota lying east of the Missouri River; all that part of the State of North Dakota lying east of the western boundary lines of the counties of Dickey, Lamoure,

Barnes, Griggs, Nelson, McHenry, and Bottineau, and north of the southern boundary lines of the counties of Benson, Pierce, and McHenry.

Amendment 1 to rule 2 is hereby revoked, such revocation to take effect on and after September 15, 1906, on and after which date this amendment shall become and be effective until otherwise ordered.

Done at Washington this 30th day of August, 1906.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.

RULE 3—TO PREVENT THE SPREAD OF SCABIES IN SHEEP

Effective on and after June 1, 1905.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

The fact has been determined by the Secretary of Agriculture, and notice is hereby given, that a contagious, communicable disease known as scabies exists among sheep in the following-named States and Territories, to wit:

Washington, Oregon, Montana, North Dakota, South Dakota, California, Nevada, Idaho, Utah, Wyoming, Colorado, Nebraska, Kansas, Texas, Arizona, and New Mexico.

Now, therefore, I, James Wilson, Secretary of Agriculture, under authority conferred by section 1 of the act of Congress approved March 3, 1905 (Public—No. 229), do hereby quarantine the following area, to wit:

All territory situate within the boundaries of Washington, Oregon, Montana, North Dakota, South Dakota, California, Nevada, Idaho, Utah, Wyoming, Colorado, Nebraska, Kansas, Texas, Arizona, and New Mexico.

It is ordered by this rule, under the authority and discretion conferred upon the Secretary of Agriculture by section 3 of the act of Congress approved March 3, 1905 (Public—No. 229), that sheep shall be moved from the area herein quarantined to any point not located in the said quarantined area only in accordance with the regulations of the Secretary of Agriculture, promulgated May 1, 1905, and effective June 1, 1905.

This rule is subject to amendment on statutory notice.

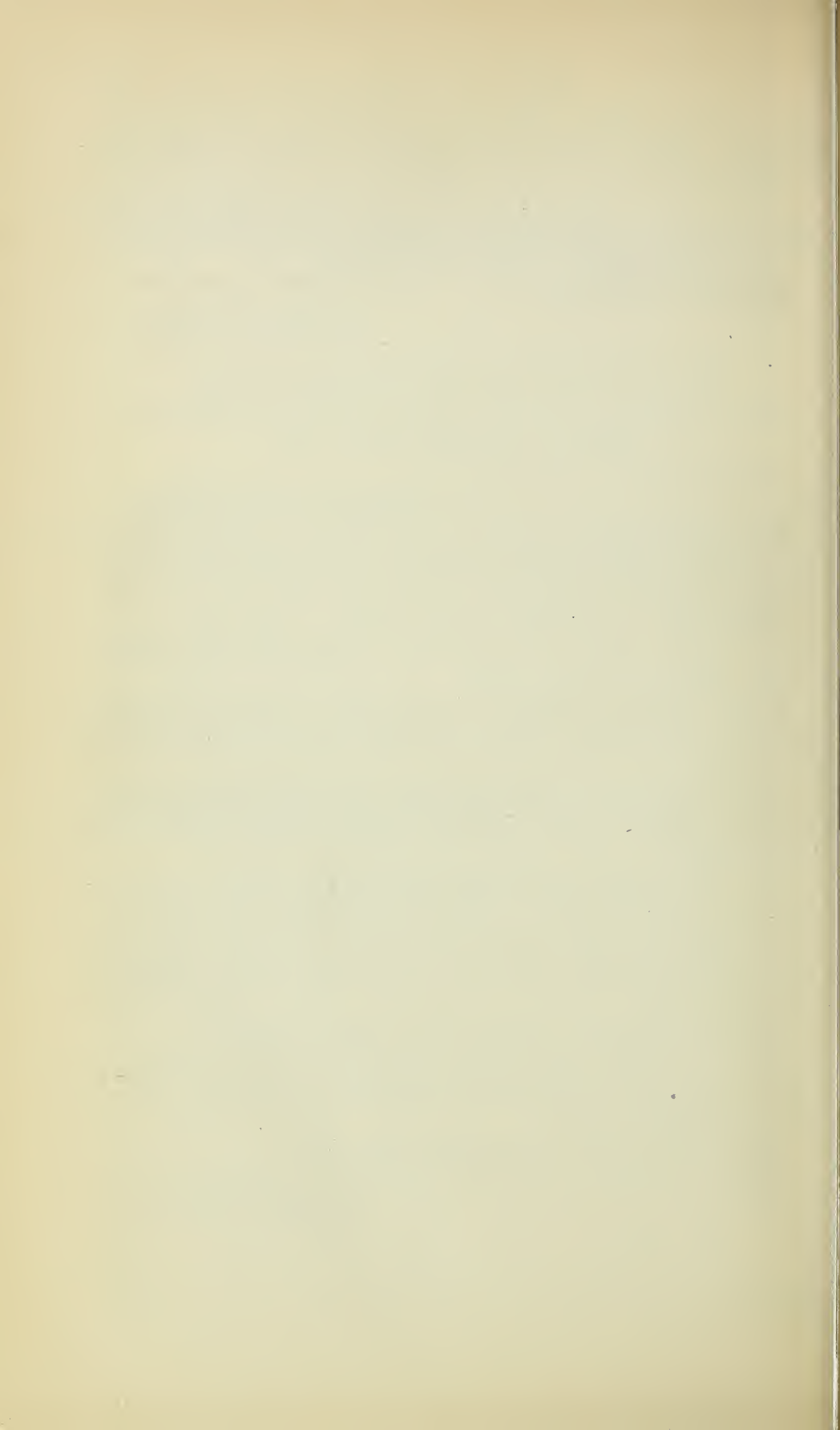
B. A. I. Order 106, dated March 10, 1903, and B. A. I. Order 108, dated April 3, 1903, shall cease to be effective on and after June 1, 1905, on and after which date this rule shall become and be effective until otherwise ordered.

Done at Washington this 1st day of May, 1905.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON,
Secretary of Agriculture.



REGULATIONS GOVERNING INSPECTION OF MEAT

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., July 25, 1906.

For the purpose of preventing the use in interstate or foreign commerce of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, under the authority conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (Public—No. 382), the following regulations are hereby prescribed for the inspection, reinspection, examination, supervision, disposition, and method and manner of handling of live cattle, sheep, swine, and goats, and the carcasses and meat food products of cattle, sheep, swine, and goats, and for the sanitation of the establishments at which inspection is maintained.

These regulations, which for purposes of identification are designated as B. A. I. Order 137, will supersede B. A. I. Order 1, dated March 9, 1897, and B. A. I. Order 125, dated June 27, 1904, and all amendments thereto, except the portions of the last-named order and amendments which relate to the microscopic inspection of pork, and shall become and be effective at once.

JAMES WILSON,
Secretary of Agriculture.

[B. A. I. Order 137.]

GENERAL REGULATIONS

SCOPE OF INSPECTION.

REGULATION 1. All slaughtering, packing, meat-canning, salting, rendering, or similar establishments whose meats or meat food products, in whole or in part, enter into interstate or foreign commerce shall have inspection under these regulations unless exempted from inspection by the Secretary of Agriculture. Only farmers, and retail butchers or retail dealers supplying their customers, may be exempted under the law, but they are, nevertheless, subject to the provision of the law which places a penalty upon any person who shall sell or offer for sale or transportation, for interstate or foreign commerce, any meat or meat food products which are diseased, unsound, unhealthful, unwholesome, or otherwise unfit for human food, knowing that such meat food products are intended for human consumption.

All carcasses and parts of carcasses of cattle, sheep, swine, and goats, and all meats and meat food products thereof entering into interstate or foreign commerce shall show either that they have been inspected and passed or that they have been exempted from inspection under these regulations. All meats and meat food products on hand October 1, 1906, at establishments where inspection has not been previously maintained, or which have been inspected under previously existing law and regulations, shall be examined and labeled under these regulations before being allowed to enter into interstate or foreign commerce.

APPLICATION FOR INSPECTION OR EXEMPTION.

REGULATION 2. The proprietor or operator of each slaughtering, packing, meat-canning, rendering, or similar establishment engaged in the slaughtering of cattle, sheep, swine, or goats, or in the packing, canning, or other preparation of any food product into which the meats or meat food products of said animals enter in whole or in part, for interstate or foreign commerce, shall make application to the Secretary of Agriculture for inspection or for exemption from inspection. The said application shall be made in writing, addressed to the Secretary of Agriculture, Washington, D. C., and shall state the location of the establishment, the address of the owner or of a duly authorized officer or agent of the same, the kinds of animals slaughtered, the estimated number of animals of any species slaughtered per day and per week, or the estimated amount of meats or meat food products received from other establishments, and the character, quantity, and proposed disposition of the products of said establishment. Blank application forms will be furnished by the Chief of the Bureau of Animal Industry upon request. If an establishment is not in a sanitary condition, inspection shall not be established.

EXEMPTION FROM INSPECTION.

(a) If, in the judgment of the Secretary of Agriculture, the retail butcher or retail dealer who is engaged in supplying his customers through the medium of interstate or foreign commerce should be exempted from Federal inspection, a certificate of exemption will be furnished to the applicant for use with transportation companies and other companies and persons in securing the movement of his products.

OFFICIAL NUMBER.

REGULATION 3. If inspection is established under said application the Secretary of Agriculture will give said establishment a number by which all its meats and meat food products shall thereafter be known, and this number shall be used by the inspectors of the Department of Agriculture, and also by the proprietors of said establishment, to mark the meats and meat food products of the establishment as hereinafter prescribed. Establishments having one or more branches may use the same number for all by affixing a serial letter in connection with the number to differentiate the products of the different branches. Each establishment at which inspection is maintained must be separate and apart from any other establishment engaged in similar business at which inspection is not maintained.

(a) Retail butchers and dealers who have been exempted from inspection under these regulations will be given numbers by which their products will be known.

DESIGNATION OF INSPECTORS.

REGULATION 4. The Secretary of Agriculture will designate an inspector to take charge of the inspection at each establishment where inspection is maintained, and will detail to said inspector such assistants as may be necessary to carry on properly the work of inspection and supervision at said establishment. For the purpose of enforcing the law and regulations the inspector and all employees under his direction shall have access at all times, by day or night, whether the establishment be operated or not, to every part of said establishment.

OFFICE ROOM.

REGULATION 5. Office room, including light and heat, shall be provided by proprietors of establishments, rent free, for the exclusive use of the inspector and other employees of the Department on duty at each establishment. The room or rooms set apart for this purpose must be properly ventilated, conveniently located, and provided with lockers suitable for the protection and storage of such supplies as may be required; all to meet the approval of the inspector in charge.

ALL CARCASSES AND PRODUCTS INSPECTED.

REGULATION 6. All cattle, sheep, swine, or goats slaughtered at an establishment at which inspection is maintained, and all meats and meat food products prepared therein shall be inspected, handled, and prepared as required by these regulations.

NOTICE OF DAILY OPERATIONS.

REGULATION 7. The manager of each establishment at which inspection is maintained shall inform the inspector in charge, or his assistant, when work has been concluded for the day, and of the day and hour when work will be resumed. Under no circumstances shall an establishment be operated except under the supervision of an employee of the Department. All slaughtering must be done within reasonable hours and with reasonable speed, the character of the establishment being considered. Where one inspector is detailed to conduct the work at two or more small establishments where few animals are slaughtered the inspector in charge may designate the hours for slaughter. No work shall be performed at establishments where inspection is maintained during any day on which such work is prohibited by the law of the State or Territory in which the establishment is located.

BADGES.

REGULATION 8. Each employee of the Department engaged in inspection under these regulations will be furnished with a numbered badge, which he shall wear over the left breast on the outer clothing while in the performance of his official duties, and which shall not be allowed to leave his possession.

BRIBERY.

REGULATION 9. It is a felony, punishable by fine and imprisonment, for any person, firm, or corporation, or any agent or employee of any person, firm, or corporation, to give, pay, or offer, directly or indirectly, to any Department employee authorized to perform any duty under these regulations, any money or other thing of value with intent to influence said employee in the discharge of his duty under these regulations. It is also a felony, punishable by fine and imprisonment, for any Department employee engaged in the performance of duty under these regulations to receive or accept from any person, firm, or corporation engaged in interstate or foreign commerce any gift, money, or other thing of value given with any purpose or intent whatsoever.

SANITATION

REGULATION 10. Upon receipt of an application for inspection the Secretary of Agriculture will cause to be made an examination of the premises, and will indicate the requirements for sanitation and the necessary facilities for inspection.

REGULATION 11. In order that the carcasses of cattle, sheep, swine, and goats, and the meats and meat food products thereof, may be admitted to interstate or foreign commerce, it is necessary under the law that the establishments in which the animals are slaughtered, or the meats and meat food products are prepared, cured, packed, stored, or handled, shall be suitably lighted and ventilated and maintained in a sanitary condition. All work in such establishments shall be performed in a cleanly and sanitary manner.

(a) Ceilings, side walls, pillars, partitions, etc., shall be frequently whitewashed or painted, or, where this is impracticable, they shall, when necessary, be washed, scraped, or otherwise rendered sanitary. Where floors or other parts of a building, or tables or other parts of the equipment, are so old or in such condition that they can not be readily made sanitary, they shall be removed and replaced by suitable materials or otherwise put in a condition acceptable to the inspector in charge. All floors upon which meats are piled during the process of curing shall be so constructed that they can be kept in a clean and sanitary condition, and such meats shall also be kept clean.

(b) All trucks, trays, and other receptacles, all chutes, platforms, racks, tables, etc., and all knives, saws, cleavers, and other tools, and all utensils and machinery used in moving, handling, cutting, chopping, mixing, canning, or other process, shall be thoroughly cleansed daily, if used.

(c) The aprons, smocks, or other outer clothing of employees who handle meat in contact with such clothing shall be of a material that is readily cleansed and made sanitary, and shall be cleansed daily, if used. Employees who handle meats or meat food products shall be required to keep their hands clean.

(d) All toilet rooms, urinals, and dressing rooms shall be entirely separated from compartments in which carcasses are dressed or meats or meat food products are cured, stored, packed, handled, or prepared. They shall be sufficient in number, ample in size, and fitted with modern lavatory accommodations, including toilet paper, soap, running water, towels, etc. They shall be properly lighted, suitably

ventilated, and kept in a sanitary condition. Managers of establishments must see that employees keep themselves clean.

(e) The rooms or compartments in which meats or meat food products are prepared, cured, stored, packed, or otherwise handled shall be lighted and ventilated in a manner acceptable to the inspector in charge and shall be so located that odors from toilet rooms, catch-basins, casing departments, tank rooms, hide cellars, etc., do not permeate them. All rooms or compartments shall be provided with cuspidors, which employees who expectorate shall be required to use.

(f) Persons affected with tuberculosis or any other communicable disease shall not be knowingly employed in any of the departments of establishments where carcasses are dressed, meats handled, or meat food products prepared, and any employee suspected of being so affected shall be so reported by the inspector in charge to the manager of the establishment and to the Chief of the Bureau of Animal Industry.

(g) The fattening of hogs or other animals on the refuse of slaughterhouses will not be permitted on the premises of an establishment where inspection is maintained, and no use incompatible with proper sanitation shall be made of any part of the premises on which such establishment is located. All yards, fences, pens, chutes, alleys, etc., belonging to the premises of such establishment shall, whether they are used or not, be maintained in a sanitary condition.

(h) Butchers who dress diseased carcasses shall cleanse their hands of all grease and then immerse them in a prescribed disinfectant and rinse them in clear water before engaging again in dressing or handling healthy carcasses. All butchers' implements used in dressing diseased carcasses shall be cleansed of all grease and then sterilized, either in boiling water or by immersion in a prescribed disinfectant, and rinsed in clear water before being again used in dressing healthy carcasses.

Facilities for such cleansing and disinfection, approved by the inspector in charge, shall be provided by the establishment. Separate trucks, etc., shall be furnished for handling diseased carcasses and parts. Following the slaughter of an animal affected with an infectious disease a stop shall be made until the implements have been cleansed and disinfected unless duplicate implements are provided.

(i) Inspectors are required to furnish their own knives for use in dissecting or incising diseased carcasses or parts, and are required to use the same means for disinfecting knives, hands, etc., that are prescribed for employees of the establishment.

(j) Meats and meat food products intended for rendering into edible products must be prevented from falling on the floor, while being emptied into the tanks, by the use of some device, such as a metal funnel.

(k) Plans of new plants and of plants to be remodeled should be submitted to the Secretary of Agriculture.

(l) Carcasses or parts of carcasses inflated with air blown from the mouth shall not be marked "U. S. inspected and passed."

(m) Carcasses dressed with skewers that have been held in the mouth shall not be marked "U. S. inspected and passed."

INTERPRETATION AND DEFINITIONS OF WORDS AND TERMS

REGULATION 12. Wherever in these regulations the following words, names, or terms are used they shall be construed as follows:

INSPECTORS AND DEPARTMENT EMPLOYEES.—These terms shall mean, respectively, inspectors and employees of the Bureau of Animal Industry.

“U. S. INSPECTED AND PASSED.”—This phrase shall mean that the carcasses, parts of carcasses, meats, and meat food products so marked are sound, healthful, wholesome, and contain no dyes, chemicals, preservatives, or ingredients which render meats or meat food products unsound, unhealthful, unwholesome, unclean, or unfit for human food.

RENDERED INTO LARD OR TALLOW.—This phrase shall mean that the carcasses, parts of carcasses, meats, and meat food products so designated have been passed for the preparation of lard or tallow only.

“U. S. INSPECTED AND CONDEMNED.”—This phrase shall mean that the carcasses, parts of carcasses, and meat food products so marked are unfit for food and shall be destroyed for food purposes.

CARCASS.—This word shall mean an animal that has been killed under these regulations, including all parts which are to be used for food.

PRIMAL PARTS OF CARCASS.—This phrase shall mean the usual sections or cuts of the dressed carcass commonly known in the trade, such as sides, quarters, shoulders, hams, backs, bellies, etc., and entire edible organs, such as tongues, livers, etc., before they have been cut, shredded, or otherwise subdivided preliminary to use in the manufacture of meat food products.

MEAT FOOD PRODUCTS.—This term shall mean any product used for food, into the composition of which any portion of the carcass enters or in the preparation of which any portion of the carcass is used, including lard, mince-meat, extracts, gelatin, oleomargarine, butterine, soups, etc.

VINEGAR.—The word vinegar, as used herein, shall mean cider vinegar, wine vinegar, malt vinegar, sugar vinegar, glucose vinegar, or spirit vinegar, as defined by the committee on food standards in Circular 10, Secretary's Office, United States Department of Agriculture.

ANTE-MORTEM EXAMINATION AND INSPECTION

REGULATION 13. An ante-mortem examination and inspection shall be made of all cattle, sheep, swine, and goats about to be slaughtered before they shall be allowed to enter an establishment at which inspection is maintained. Said examination and inspection shall be made in the pens, alleys, or chutes of the establishment at which the animals are about to be slaughtered. The proprietors of the establishments at which the said ante-mortem inspection is conducted shall provide satisfactory facilities for conducting said inspection and for separating and holding apart from healthy animals those showing symptoms of disease.

All animals showing symptoms or suspected of being affected with any disease or condition which, under these regulations, would probably cause their condemnation when slaughtered, shall be marked by affixing to the ear or tail a metal tag as provided in regulation 20.

All such animals, except as hereinafter provided, shall be slaughtered separately, either before regular slaughter has commenced or

at the close of the regular slaughter, and shall be duly identified by a representative of the establishment to the inspector on duty on the killing floor before the skins are removed or the carcasses opened for evisceration.

Animals which have been tagged for pregnancy and which have not been exposed to any infectious or contagious disease are not required to be slaughtered, but before any such animal is removed from the establishment the tag shall be detached by a Department employee and returned with his report to the inspector in charge.

(a) If any pathological condition is suspected in which the question of temperature is important, such as Texas fever, anthrax, pneumonia, blackleg, or septicemia, the exact temperature should be taken. Due consideration, however, must be given to the fact that extremely high temperatures may be found in otherwise normal hogs when subjected to exercise or excitement, and a similar condition may obtain to a less degree among other classes of animals. Animals commonly termed "downers" or crippled animals, shall be tagged, as provided for in regulation 20, in the abattoir pens for the purpose of identification at the time of slaughter, and shall be passed upon in accordance with these regulations.

POST-MORTEM INSPECTION AT TIME OF SLAUGHTER

REGULATION 14. The inspector or his assistants shall, at the time of slaughter, make a careful inspection of all animals slaughtered. The head, tail, thymus gland, bladder, caul, and the entire viscera, and all parts and blood used in the preparation of meat food products shall be retained in such manner as to preserve their identity until after the post-mortem examination has been completed, in order that they may be identified in case of condemnation of the carcass. Suitable racks or metal receptacles shall be provided for retaining such parts.

Carcasses and parts thereof found to be sound, healthful, wholesome, and fit for human food shall be passed and marked as provided in these regulations.

Should any lesion of disease or other condition that would probably render the meat or any organ unfit for food purposes be found on post-mortem examination, such meat or organ shall be marked immediately with a tag, as provided in regulation 27. Carcasses which have been so marked shall not be washed or trimmed unless such washing or trimming is authorized by the inspector.

DISPOSAL OF DISEASED CARCASSES AND ORGANS.

REGULATION 15. The carcasses or parts of carcasses of all animals which are slaughtered at an establishment where inspection is maintained, and which are found at time of slaughter or at any subsequent inspection to be affected with any of the diseases or conditions named below, shall be disposed of according to the section of this regulation pertaining to the disease or condition. It is to be understood, however, that owing to the fact that it is impracticable to formulate rules covering every case, and to designate at just what stage a process becomes loathsome or a disease noxious, the decision as to the disposition of all carcasses, parts, or organs not specifically covered by these regulations shall be left to the veterinary inspector in charge. Carcasses found, before evisceration has taken place, to be affected

with an infectious or contagious disease, including tuberculosis, shall not be eviscerated at the regular killing bed or bench, but shall be taken to the retaining room, or other specially prepared place, separate from other carcasses, and there opened and examined.

(a) **ANTHRAX, OR CHARBON.**—All carcasses showing lesions of this disease, regardless of the extent of the disease, shall be condemned and immediately tanked, including the hide, hoofs, horns, viscera, fat, blood, and all other portions of the animal. The killing bed upon which the animal was slaughtered shall be disinfected with a 10 per cent solution of formalin, and all knives, saws, cleavers, and other instruments which have come in contact with the carcass shall be treated as provided in regulation 11, paragraph (h), before being used upon another carcass.

(b) **BLACKLEG.**—Carcasses of animals showing lesions of blackleg shall be condemned.

(c) **HEMORRHAGIC SEPTICEMIA.**—Carcasses of animals affected with this disease shall be condemned.

(d) **PYEMIA AND SEPTICEMIA.**—Carcasses showing lesions of either of these diseases shall be condemned.

(e) **RABIES.**—Carcasses of animals which showed symptoms of rabies before slaughter shall be condemned.

(f) **TETANUS.**—Carcasses of animals which showed symptoms of tetanus before slaughter shall be condemned.

(g) **MALIGNANT EPIZOOTIC CATARRH.**—Carcasses of animals affected with this disease and showing generalized inflammation of the mucous membranes shall be condemned.

(h) **HOG CHOLERA AND SWINE PLAGUE.**—(1) Carcasses showing well-marked and progressive lesions of hog cholera or swine plague in more than two of the organs (skin, kidneys, bones, or lymphatic glands) shall be condemned.

(2) Carcasses showing slight lesions which are confined to the kidneys and lymphatic glands may be passed.

(3) Carcasses which reveal lesions more numerous than those described for carcasses to be passed, but not so severe as the lesions described for carcasses to be condemned, may be rendered into lard, provided they are cooked by steam for four hours at a temperature not lower than 220° F.

(4) In inspecting carcasses showing lesions of the skin, bones, kidneys, or lymphatic glands, due consideration shall be given to the extent and severity of the lesions found in the viscera.

(i) **ACTINOMYCOSIS, OR LUMPY JAW.**—(1) If the carcass is in a well-nourished condition and there is no evidence upon post-mortem examination that the disease has extended from a primary area of infection in the head, the carcass may be passed, but the head, including the tongue, shall be condemned.

(2) If the carcass is in a well-nourished condition and the disease has extended beyond the primary area of infection, the disposition shall be made in accordance with the regulations relating to tuberculosis.

(j) **CASEOUS LYMPHADENITIS.**—When the lesions are limited to the superficial lymphatic glands or to a few nodules in an organ, involving also the adjacent lymphatic glands, and the carcass is well nourished, the meat may be passed after the affected parts are removed and condemned. If extensive lesions, with or without

pleuritic adhesions, are found in the lungs, or if several of the visceral organs contain caseous nodules and the carcass is emaciated, it shall be condemned.

(*k*) **TUBERCULOSIS.**—All carcasses affected with tuberculosis and showing emaciation shall be condemned. All other carcasses affected with tuberculosis shall be condemned, except those in which the lesions are slight, calcified, or encapsulated, and are confined to the tissues indicated in any one of the following five paragraphs, or to a less number of such tissues, and excepting also those which may, under paragraphs (6) and (7) below, be rendered into lard or tallow.

(1) The cervical lymphatic glands and two groups of visceral lymphatic glands in a single body cavity, such as the cervical, bronchial, and mediastinal glands, or the cervical, hepatic, and mesenteric glands.

(2) The cervical lymphatic glands and one group of visceral lymphatic glands and one organ in a single body cavity, such as the cervical and bronchial glands and the lungs, or the cervical and hepatic glands and the liver.

(3) Two groups of visceral lymphatic glands and one organ in a single body cavity, such as the bronchial and mediastinal glands and the lungs, or the hepatic and mesenteric glands and the liver.

(4) The cervical lymphatic glands and one group of visceral lymphatic glands in each body cavity, such as the cervical, bronchial, and hepatic glands.

(5) Two groups of visceral lymphatic glands in the thoracic cavity and one group in the abdominal cavity, or one group of visceral lymphatic glands in the thoracic cavity and two groups in the abdominal cavity, such as the bronchial, mediastinal, and hepatic glands, or the bronchial, hepatic, and mesenteric glands.

(6) Carcasses affected with tuberculosis, in which the lesions of the disease are located as described in any one of the preceding five paragraphs, but are slight and in a state of caseation, or liquefaction necrosis, or surrounded by hyperemic zones, and also those in which slight, calcified, or encapsulated lesions are found in more visceral organs or more groups of visceral lymphatic glands than are specified in any one of the preceding five paragraphs, may be rendered into lard or tallow after the diseased parts are removed. The carcasses shall be cooked by steam at a temperature not lower than 220° F. for not less than four hours.

(7) Carcasses in which the cervical lymphatic glands, one organ, and the serous membrane in a single body cavity, such as the cervical lymphatic glands, the lungs, and the pleura, or the cervical lymphatic glands, the liver, and the peritoneum, are affected with tuberculosis may be rendered into lard or tallow after the diseased parts are removed. The carcasses shall be cooked by steam at a temperature not lower than 220° F. for not less than four hours.

(8) All condemned carcasses, parts of carcasses, or organs showing lesions of tuberculosis shall be deposited in receptacles provided for that purpose, and shall either be tanked at once or be locked in the "condemned" room until such time as an employee of the Department can see that they are placed in the tank.

(9) All heads and other parts showing lesions of tuberculosis shall be condemned.

(*l*) **TEXAS FEVER.**—Carcasses showing sufficient lesions to warrant the diagnosis of Texas fever shall be condemned.

(m) PARASITIC ICTERO-HEMATURIA.—Carcasses of sheep affected with this disease shall be condemned.

(n) MANGE, OR SCAB.—Carcasses of animals affected with mange, or scab, in advanced stages, shall be condemned. When the disease is slight the carcass may be passed.

(o) TAPEWORM CYSTS.—Carcasses of animals slightly affected with tapeworm cysts may be rendered into lard or tallow, but extensively affected carcasses shall be condemned.

(p) PNEUMONIA, PLEURISY, ENTERITIS, PERITONITIS, AND METRITIS.—Carcasses showing generalized inflammation of one of the following tissues—the lungs, pleuræ, intestines, peritoneum, or the uterus—whether in acute or chronic form, shall be condemned.

(q) ICTERUS.—Carcasses showing an intense yellow or greenish-yellow discoloration after proper cooling shall be condemned. Carcasses which exhibit a yellowish tint directly after slaughter, but lose this discoloration on chilling, may be passed for food.

(r) UREMIA AND SEXUAL ODOR.—Carcasses which give off the odor of urine or a strong sexual odor shall be condemned.

(s) URTICARIA, ETC.—Hogs affected with urticaria (diamond skin disease), *Tinea tonsurans*, *Demodex folliculorum*, or erythema may be passed after detaching and condemning the skin, if the carcass is otherwise fit for food.

(t) MELANOSIS, ETC.—Carcasses of animals showing any disease or injury, such as traumatic pericarditis, generalized melanosis, pseudo-leukemia, etc., which causes considerable elevation of temperature or affects the system of the animal, shall be condemned.

(u) BRUISES, ABSCESSES, LIVER FLUKES, ETC.—Any organ or part of a carcass which is badly bruised or which is affected by malignant tumors, abscesses, suppurating sores, or liver flukes shall be condemned, but when the lesions are so extensive as to affect the whole carcass, the whole carcass shall be condemned.

(v) EMACIATION AND ANEMIA.—Carcasses of animals too emaciated or anemic to produce wholesome meat and those carcasses which show a slimy degeneration of the fat or a serous infiltration of the muscles shall be condemned.

(w) PREGNANCY AND PARTURITION.—Carcasses of animals in advanced stages of pregnancy (showing signs of preparation for parturition), also carcasses of animals which have within ten days given birth to young and in which there is no evidence of septic infection, may be rendered into lard or tallow if desired by the manager of the establishment, otherwise they shall be condemned.

(x) IMMATURITY.—Carcasses of animals too immature to produce wholesome meat, all unborn and stillborn animals, also carcasses of calves, pigs, kids, and lambs under three weeks of age shall be condemned.

(y) DISEASED PARTS.—In all cases where carcasses showing localized lesions of disease are passed or rendered into lard or tallow, the diseased parts must be removed before the "U. S. retained" tag is taken from the carcass, and such parts shall be condemned.

(z) CARELESS SCALDING.—Hogs which have been allowed to pass into the scalding vat alive shall be condemned.

(aa) DEAD ANIMALS.—All animals that die in abattoir pens, and those in a dying condition before slaughter, shall be tagged as pro-

vided in regulation 21, and in all cases shall be condemned. In conveying animals which have died in the pens of the establishment to the tank they shall not be allowed to pass through compartments in which food products are prepared. No dead animals shall be brought into an establishment for rendering from outside the premises of said establishment.

“RETAINING” AND “CONDEMNED” ROOMS.

REGULATION 16. Separate compartments, to be known as “retaining rooms,” or other special places for final inspection, shall be set apart at all establishments at which inspection is maintained, and all carcasses and parts marked with a “U. S. retained” tag shall be held in these rooms pending final inspection. These rooms shall be rat proof and furnished with abundant light; the floors shall be of cement, metal, or brick laid in cement. They shall be provided with facilities for locking, and locks for this purpose will be furnished by the Department. The keys to such locks shall remain in the custody of the inspector or his assistant.

Immediately after the final inspection of carcasses and parts marked with “U. S. retained” tags is completed, those found to be wholesome and fit for human food shall be released by the veterinary inspector conducting the inspection, who shall remove the “U. S. retained” tags, and the carcasses shall be removed from the retaining rooms and marked “U. S. inspected and passed,” as provided in regulation 28.

The floors and walls of all retaining rooms shall be washed with hot water and disinfected after diseased animals are removed and before any “retained” animals are again placed therein.

Carcasses or parts of carcasses found on final inspection to be unsound, unhealthful, unwholesome, or otherwise unfit for human food shall be marked “U. S. inspected and condemned,” as provided in regulation 28, and shall be removed from the retaining room to the “condemned” room, if not tanked within twenty-four hours.

(a) In each establishment at which condemned carcasses or meat food products are held for more than twenty-four hours after condemnation, there shall be provided a room entirely separate from all other rooms in the establishment. This room shall be secure and shall be provided with a lock, the key of which shall remain in the custody of a Department employee. This room shall be known as the “condemned room,” and shall be kept locked at all times except when condemned meat or meat food product is being taken into or from the said room under the supervision of a Department employee.

All condemned carcasses shall be removed from retaining rooms within twenty-four hours after they are condemned, except in questionable cases, when they are held pending the decision of the inspector in charge. Condemned carcasses shall not be allowed to accumulate, but shall be removed from the “condemned” rooms, treated with coloring substances, or otherwise treated, as provided in regulation 18, paragraph (b), and tanked within a reasonable time after condemnation. Carcasses of diseased animals which are eviscerated in the retaining room or in the specially prepared place under the provisions of regulation 15 shall, unless passed, be removed immediately either to the “condemned” room or to the tank.

REGULATION 17. BRUISED PARTS.—When a portion of a carcass is to be condemned on account of slight bruises, which can not be properly removed until the carcass is chilled, the carcass shall be marked with a "U. S. retained" tag and placed in the retaining room. After chilling, the affected portion shall be cut out, marked "U. S. inspected and condemned," and removed to the tank or locked in the "condemned room," and the remainder of the carcass shall be marked "U. S. inspected and passed."

TANKS AND TANKING.

REGULATION 18. All condemned carcasses, parts of carcasses, and meat food products shall be tanked as follows:

(a) After the lower opening of the tank has been securely sealed by an employee of the Department and the condemned carcasses, parts, and meat food products are placed therein in his presence, the upper opening shall be likewise securely sealed by such employee, whose duty it shall be then to see that a sufficient force of steam is turned into the tank and maintained a sufficient length of time effectually to render the contents unfit for any edible product. Tanks for this purpose shall be so located or operated that the fumes and odors therefrom shall not pervade compartments in which carcasses are dressed or edible products prepared. Wire and lead seals are provided by the Department for sealing tanks.

(b) A sufficient quantity of coloring matter or other substance, to be designated by the Department, shall be used in connection with the tanking of all condemned carcasses, parts of carcasses, meats, and meat food products to destroy them effectually for food purposes.

(c) The seals of tanks containing condemned meats or the tankage thereof shall be broken only by an employee of the Department.

(d) If an establishment where inspection is maintained fails to permit the treatment and tanking of condemned carcasses, parts of carcasses, meats, or meat food products, as required by these regulations, the inspector in charge shall report that fact to the Department, in order that inspection may be withdrawn from such establishment.

REGULATION 19. Any meats or meat food products condemned at establishments which have no facilities for tanking shall be treated as provided in regulation 18, paragraph (b), and removed to an establishment indicated by the inspector in charge and there tanked and rendered under the supervision of an employee of the Department.

LABELS, TAGS, AND BRANDS

"U. S. SUSPECT" TAG.

REGULATION 20. To the ear or tail of each animal inspected under regulation 13 which shows symptoms or is suspected of being affected with any disease or condition which, under these regulations, may cause its condemnation on post-mortem inspection, there shall be affixed by a Department employee at the time of inspection a numbered metal tag bearing the words "U. S. suspect." The employee who affixes the tag shall report the number to the inspector in charge. This "U. S. suspect" tag shall remain upon the animal until the preliminary post-mortem inspection at the time of slaughter. If no

lesions of disease are then discovered the "U. S. suspect" tag shall be removed and forwarded to the inspector in charge, with a report that the carcass has been inspected and passed, and the carcass shall be labeled or stamped "U. S. inspected and passed," as hereinafter provided.

ANTE-MORTEM CONDEMNED TAG.

REGULATION 21. To the ear of each animal which is found in a dying condition or dead on the premises of an establishment at which inspection is maintained there shall be affixed by a Department employee a numbered metal tag bearing the words "U. S. condemned." The ear bearing the tag shall not be removed from the carcass. The number of this tag shall be reported to the inspector in charge by the employee who affixes it. This tag shall remain on the condemned carcass until it reaches the tank, and immediately before tanking it shall be removed by the Department employee who is supervising the tanking and returned with a report to the inspector in charge.

LABELING BEEF FOR EXPORT.

REGULATION 22. Upon each quarter of each dressed beef carcass inspected and passed for export there shall be placed by a Department employee a meat-inspection label or mark, which shall bear the number of the establishment and the words "U. S. inspected and passed."

LABELING BEEF FOR INTERSTATE COMMERCE.

REGULATION 23. Upon each dressed beef carcass inspected and passed for interstate commerce there shall be placed by a Department employee at the time of inspection at least ten labels or marks bearing the number of the establishment and the words "U. S. inspected and passed."

LABELING CANNERS.

REGULATION 24. Upon each quarter of each dressed beef carcass inspected and passed, and which is to be cut up and prepared in the establishment in which the animal was slaughtered or in another establishment where inspection is maintained, there shall be placed by a Department employee at the time of inspection one label or mark bearing the establishment number and the words "U. S. inspected and passed." If, however, a primal part of any such carcass is to leave the establishment for interstate or foreign commerce, such primal part, or the container thereof, must be labeled, stamped, or branded, under the personal supervision of a Department employee, with the establishment number and the words "U. S. inspected and passed."

LABELING CARCASSES OF SHEEP, CALVES, SWINE, AND GOATS.

REGULATION 25. Upon the dressed carcasses of sheep, calves, swine, and goats inspected and passed for interstate or export commerce there shall be placed by a Department employee at the time of inspection at least two labels or marks bearing the number of the establishment and the words "U. S. inspected and passed."

STAMP ON CLOTH WRAPPING.

REGULATION 26. When the dressed carcasses or parts thereof of cattle, sheep, calves, swine, or goats are wrapped or inclosed for shipment for interstate or export commerce in burlap, muslin, cheese cloth, or other similar substance, the covering shall bear a meat-inspection stamp or other mark, on which shall appear the establishment number and the words "U. S. inspected and passed."

"UNITED STATES RETAINED" TAG.

REGULATION 27. Upon each carcass, or part or detached organ thereof, inspected under regulation 14, in which any lesion of disease or other condition is found that would probably render the meat or any organ unfit for food purposes, there shall be placed by a Department employee at the time of inspection a paper tag, numbered in duplicate, bearing the words "U. S. retained," attached by a wire and seal. The inspector who attaches this "U. S. retained" tag shall detach the numbered stub thereof and return it with his report to the inspector in charge. The other portion shall accompany the carcass to the retaining room.

"UNITED STATES CONDEMNED" STAMP.

REGULATION 28. Upon each carcass, or part or detached organ thereof, which is found on final inspection in the retaining room, or other special place for final inspection, to be unsound, unhealthful, unwholesome, or otherwise unfit for human food, there shall be stamped conspicuously by a Department employee at the time of inspection the words "U. S. inspected and condemned." In addition the "U. S. retained" tag shall remain upon the carcass and shall be stamped with the words "U. S. inspected and condemned." This stamped "U. S. retained" tag shall accompany the carcass to the tank and shall be removed immediately before tanking by the Department employee who is supervising that operation, and he shall write or stamp upon the tag the word "Tanked," the date, sign his name, and return the tag with his report to the inspector in charge. If, however, upon final inspection the carcass is passed for food, the inspector shall stamp the retained tag "U. S. inspected and passed," and return the tag with his report to the inspector in charge.

MARKING OF PRIMAL PARTS.

REGULATION 29. On each primal part or organ, or the container thereof, which has been inspected and passed, and which is to leave the establishment for interstate or export commerce, and which has not been theretofore marked with the words "U. S. inspected and passed" and the establishment number, there shall be placed, under the personal supervision of a Department employee, a mark, stamp, or brand bearing the words "U. S. inspected and passed" and the establishment number. When primal parts or organs are shipped between establishments at which inspection is maintained the number of the establishment need not appear.

BRANDING IRONS.

REGULATION 30. When hot branding irons or other instruments are used to label hams, bacon, or other primal part with the name of the packer, or with a trade-mark, and it is desired, in addition, to indicate that the meat has been inspected by the Department of Agriculture, the wording for this purpose, which shall be in letters and figures of sufficient size to be legible, shall include the number of the establishment in which the product was produced, and also the statement "U. S. inspected and passed," or the abbreviated statement "U. S. Ins. Psd." This marking shall be accepted as the United States inspection mark. It shall be affixed, however, only under the personal supervision of a Department employee.

"SPECIAL" STAMP.

REGULATION 31. Upon all meats and meat food products prepared for export with preservatives under regulation 39, paragraph (b), there shall also be stamped or branded, under the personal supervision of a Department employee, the word "Special." This word "Special" shall not be used upon any inspected meats or meat food products not prepared under said regulation 39, unless it is used in combination with other words.

TRADE LABELS.

REGULATION 32. Upon each can, pot, tin, canvas, or other receptacle or covering containing any meat or meat food product for interstate or foreign commerce, except packages on which meat-inspection stamps appear, there shall be placed, under the supervision of a Department employee, a trade label. This trade label shall contain the words "U. S. inspected and passed, under the act of Congress of June 30, 1906," in plain letters and figures of uniform size, the number of the establishment at which the meat or meat food product is last prepared or packed and labeled, and the true name of the meat or meat food product contained in such package. Only trade names which are not false or deceptive may be used upon the trade label. A copy of each trade label shall be filed with the inspector in charge for his approval. The inspector in charge shall approve or disapprove each trade label, and report his action for approval to the Chief of the Bureau of Animal Industry, forwarding the label with his report. Only trade labels which have been approved by the Secretary of Agriculture shall be used.

REGULATION 33.—FALSE OR DECEPTIVE NAMES.—No meat or meat food products shall be sold or offered for sale by any person, firm, or corporation in interstate or foreign commerce under any false or deceptive name; but established trade name or names which are usual to such products and which are not false and deceptive, and which shall be approved by the Secretary of Agriculture, are permitted. Trade labels which are false or deceptive in any particular shall not be permitted. A meat food product, whether composed of one or more ingredients, shall not be named on a trade label with a name stating or purporting to show that the said meat food product is a substance which is not the principal ingredient contained therein, even though such name be an established trade name.

TAGGING REINSPECTED MEATS AND MEAT FOOD PRODUCTS.

REGULATION 34. Upon all meats or meat food products, which are suspected on reinspection of being unsound, unhealthful, unwholesome, or otherwise unfit for human food, or upon the containers thereof, there shall be placed by a Department employee at the time of reinspection the "U. S. retained" tags hereinbefore described. The employee who affixes the tag shall send the numbered stub with his report to the inspector in charge. These tags shall accompany the said meats or meat food products to the retaining room or other special place for final inspection. When the final inspection is made, if the meat or meat food product be condemned the "U. S. retained" tag shall be stamped "U. S. inspected and condemned," and shall accompany the condemned meat or meat food product to the tank.

Immediately before the meat or meat food product is tanked the employee supervising that operation shall write or stamp the word "Tanked" and the date upon the said tag, and sign his name thereto, and forward the tag to the inspector in charge with his report. If, however, upon final inspection the meat or meat food product is passed for food, the inspector shall stamp the retained tag "U. S. inspected and passed," and return the tag with his report to the inspector in charge.

REFERENCE TO UNITED STATES INSPECTION.

REGULATION 35. Except as provided in these regulations, no reference to United States inspection shall appear upon any meat or meat food product or the container thereof.

REINSPECTION

REINSPECTION OF PASSED CARCASSES AND PARTS.

REGULATION 36. Before being admitted into any cooking, canning, sausage, or other department of an establishment, also before being packed for shipment, and at such other times as may be deemed necessary, all dressed carcasses or parts thereof that have been previously inspected and passed shall be reinspected by an inspector or his assistants, and if upon any such reinspection any carcass or part thereof is found to have become unsound, unhealthful, unwholesome, or in any way unfit for human food, the original mark, stamp, tag, or label shall be removed or canceled and the carcass or part shall be condemned.

REINSPECTION OF INSPECTED MEATS RECEIVED AT OFFICIAL ESTABLISHMENTS.

REGULATION 37. Except as provided in regulation 41, only carcasses and parts thereof, meats, and meat food products which can by marks, seals, brands, or labels be identified as having been previously inspected and passed by a Department employee shall be taken into or allowed to enter an establishment at which inspection is maintained. All such carcasses, parts, meats, and meat food products which are brought into one establishment from another, or which are returned to the establishment from which they issued, shall be identi-

fied and reinspected at the time of receipt, and shall be subject to further reinspection in such manner and at such times as may be deemed necessary. If upon any such reinspection any carcass or part thereof, or meat or meat food product, is found to have become unsound, unhealthful, unwholesome, or in any way unfit for human food, the original mark, stamp, tag, or label shall be removed or canceled and the carcass, part, meat, or meat food product shall be condemned.

(a) Special docks and receiving rooms shall be designated by the establishment for the receipt and inspection of meats or meat food products, and no meats or meat food products shall be allowed to enter the establishment by any other docks or receiving rooms, and only in the presence of a Department employee.

MARKING PASSED CARCASSES OR PARTS.

REGULATION 38. All carcasses and parts of carcasses found upon inspection to be sound, healthful, wholesome, and fit for human food, which leave the establishment where they are prepared for interstate or foreign commerce, shall be designated by a mark, stamp, tag, or label bearing the words "U. S. inspected and passed," and no carcass, part of a carcass, or meat food product which has not been so designated shall be admitted to the canning, sausage, or any other department of any establishment where inspection is maintained other than the establishment in which it was prepared, except as provided in regulation 41.

DYES, CHEMICALS, AND PRESERVATIVES

REGULATION 39. (a) No meat or meat food product for interstate commerce, or for foreign commerce except as hereinafter provided, shall contain any substance which lessens its wholesomeness, nor any drug, chemical, or dye (unless specifically provided for by a Federal statute), or preservative, other than common salt, sugar, wood smoke, vinegar, pure spices, and, pending further inquiry, saltpeter. Inspection and sampling of prepared meats and meat food products by Department employees shall be conducted in such manner and at such times as may be necessary to secure a rigid enforcement of this regulation.

(b) In accordance with the direction of the foreign purchaser or his agent, meats and meat food products prepared for export may contain preservatives in proportions which do not conflict with the laws of the foreign country to which they are to be exported.

When such meats or meat food products are prepared for export under this regulation they shall be prepared in compartments of the establishment separate and apart from those in which meats and meat food products are prepared according to paragraph (a) of this regulation, and such products shall be kept separate and shall be labeled with special trade labels, approved by the Secretary of Agriculture, and indicating that such products are for export only. Special export certificates will be issued for meats and meat food products of this character, and, if the products are not exported, under no circumstances shall they be allowed to enter domestic trade.

PREPARATION OF MEATS AND MEAT FOOD PRODUCTS

REGULATION 40. All processes used in curing, pickling, preparing, or canning meats and meat food products in establishments where inspection is maintained shall be supervised by Department employees, and no fixtures or appliances, such as tables, trucks, trays, vats, machines, implements, cans, or containers of any kind, shall be used unless they are clean and sanitary, and all steps in the process of manufacture shall be conducted carefully and with strict cleanliness.

(a) CURED MEATS.—Only meats which bear the mark "U. S. inspected and passed," or meats in containers which are so marked, and which upon reinspection are found to be sound, healthful, wholesome, and fit for human food, shall be taken into any meat-curing establishment where inspection is maintained. Any meats which upon reinspection are found to have undergone changes which render them unsound, unclean, unhealthful, unwholesome, or otherwise unfit for human food, shall be condemned and disposed of as provided in regulation 18.

No drug, chemical, or coloring matter shall be used in any process of curing any meats, except as provided in regulation 39. All pickling fluids and other solutions or substances used in curing meats must be clean. At the time that cured meats are packed for shipment in interstate or foreign commerce they shall be inspected by a Department employee, and any pieces or portions of such meats which are found to have undergone changes which render them unclean, unsound, unhealthful, unwholesome, or otherwise unfit for human food, shall be condemned and disposed of as provided in regulation 18.

(b) SAUSAGES AND CHOPPED MEATS.—All meat entering a sausage establishment where inspection is maintained shall be inspected by a Department employee when received. No meats which have not been inspected and passed under these regulations at the time of slaughter, or which, having been so inspected and passed, are found upon reinspection by a Department employee to have undergone changes which render them unsound, unclean, unhealthful, unwholesome, or otherwise unfit for human food, shall be employed in the preparation of sausages, chopped meats, or similar meat food products. Meats or meat food products which are found to have undergone these changes shall be condemned and disposed of as provided in regulation 18. All meat trimmings for sausage shall be carefully inspected and assorted under the supervision of employees of the Department. No drug, chemical, preservative, or coloring matter shall be placed in or upon sausages or chopped meats for interstate or foreign commerce, except as provided in regulation 39. The curing of sausages or chopped meats or similar meat food products shall be carried out in the manner prescribed for other meats in section (a) of this regulation.

(c) CANNED PRODUCTS.—All meats or meat food products entering a canning establishment shall be inspected by a Department employee when received. No meat which has not been inspected and passed at the time of slaughter under these regulations, or which having been inspected and passed, is reinspected by a Department employee and found to have undergone changes which render it unclean, unsound, unhealthful, unwholesome, or otherwise unfit for human food, shall be allowed to enter into the preparation of canned

meats or canned meat food products. No drug, chemical, or coloring matter shall be used in canned meats or meat food products for interstate or foreign commerce, except as provided in regulation 39.

If at any time during the handling of any meat or meat food product, or at any time after the packing or canning of any such product, any portion or package shall be found to be unwholesome, unhealthful, or otherwise unfit for human food, such portions or packages shall be condemned and disposed of in the manner prescribed in regulation 18.

No meat food product which has passed through the various processes of canning shall be removed from the container and recooked, resterilized, or repacked, except under the supervision and with the approval of a Department employee.

REGULATION 41. RENDERING OF LARD AND TALLOW.—The rendering of all fats into lard, tallow, oils, and stearin at establishments where inspection is maintained shall be closely supervised by employees of the Department. All portions of carcasses rendered into lard and tallow must be clean and wholesome. Tanks and vats used for rendering condemned carcasses and refuse products must not be connected in any manner with tanks, vats, or other receptacles used for lard or other edible products. Unmelted fat which is not marked or stamped "U. S. inspected and passed," and which upon inspection is found to be sweet, clean, and of healthful appearance, may be received, inspected, and rendered at a temperature not lower than 170° F. for one hour.

STAMPS, STAMPING, AND CERTIFICATES

STAMPS.

REGULATION 42. Numbered meat-inspection stamps shall be affixed to packages containing meats or meat food products to be shipped or otherwise transported in interstate or foreign trade. No reference to United States inspection other than that contained on the meat-inspection stamp shall appear on any such package.

REGULATION 43. PROTECTION FOR STAMPS.—Stamps shall be affixed in the following manner, and when they have been affixed they shall be covered immediately with a coating of transparent varnish or other similar substance.

(a) The stamp may be affixed in a grooved space, made by removing a portion of the wood, of sufficient size to admit the stamp.

(b) The stamp may be placed on either end of the package, provided that the sides are made to project at least one-eighth of an inch to afford the necessary protection from abrasion.

REGULATION 44. DESTRUCTION OF USED STAMPS.—Whenever any package of meats or meat food products bearing the meat-inspection stamp shall have been opened and its contents removed for sale the stamp on said package shall be immediately defaced and destroyed.

CERTIFICATES FOR EXPORTS.

REGULATION 45. The inspector in charge of an establishment shall issue certificates of inspection for all carcasses of cattle, sheep, swine, and goats, and the meats or meat food products thereof, which are to be exported to foreign countries. Each certificate shall

cite the name of the shipper, the name of the consignee, the destination, the establishment number or numbers on the labels, the numbers of the stamps attached to the article to be exported, and the shipping marks. These certificates shall be issued in serial numbers and in triplicate form. Only one certificate shall be issued for each consignment unless otherwise directed by the Chief of the Bureau of Animal Industry.

Both the original and duplicate certificates shall be delivered to the exporter. The original is to be attached to the bill of lading accompanying the shipment for the information of the customs authorities, and shall be delivered to the chief officer of the vessel upon which said consignment is to be transported, and continue with the shipment to destination. The duplicate shall be forwarded by the consignor to the consignee, to be used by the latter in identifying the shipment at the point of destination by comparison with the original.

COUNTERFEITING, ETC.

REGULATION 46. It is a misdemeanor, punishable by fine and imprisonment, for any person, firm, or corporation, or officer, agent, or employee thereof, to forge, counterfeit, simulate, or falsely represent, or without proper authority to use, fail to use, or detach, or knowingly or wrongfully to alter, deface, or destroy, or to fail to deface or destroy, any of the marks, stamps, tags, labels, or other identification devices provided for by law or by these regulations, on any carcasses, parts of carcasses, or the food product, or the containers thereof, or wrongfully to use, deface, or destroy any certificate provided for by law or these regulations.

REPORTS

REGULATION 47. Reports of the work of inspection carried on in every establishment shall be daily forwarded to the Department by the inspector in charge, on such blank forms and in such manner as may be specified by the Chief of the Bureau of Animal Industry. The proprietors of establishments at which inspection is maintained shall furnish daily to the Department employees detailed to the various departments accurate information regarding receipts, shipments, and amounts of products on which to base their daily reports.

Weekly reports on sanitation shall be made by the Department employees in charge of the various departments to the inspector in charge of the station, and by the inspector in charge to the Chief of the Bureau of Animal Industry. If any insanitary conditions are detected by any Department employee, such conditions shall be reported immediately to the inspector in charge, who, after investigation, shall report them to the Chief of the Bureau.

APPEALS

REGULATION 48. When the action of any inspector in condemning any carcass or part thereof, meat, or meat food product is questioned, appeal may be made to the inspector in charge, and from his decision appeal may be made to the Chief of the Bureau of Animal Industry or to the Secretary of Agriculture, whose decision shall be final.

COOPERATION WITH MUNICIPAL AUTHORITIES

REGULATION 49. All inspectors in charge are directed to notify the municipal authorities of the character of inspection, and to cooperate with such authorities in preventing the entry of condemned animals, or their products, into the local markets.

The details of any such proposed cooperative arrangement must be first submitted to and approved by the Chief of the Bureau of Animal Industry.

LAW UNDER WHICH THE FOREGOING REGULATIONS ARE MADE

Extract from an act of Congress entitled "An act making appropriations for the Department of Agriculture for the fiscal year ending June thirtieth, nineteen hundred and seven," Public, 382, approved June 30, 1906.

THE MEAT-INSPECTION AMENDMENT.

That for the purpose of preventing the use in interstate or foreign commerce, as hereinafter provided, of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, the Secretary of Agriculture, at his discretion, may cause to be made, by inspectors appointed for that purpose, an examination and inspection of all cattle, sheep, swine, and goats before they shall be allowed to enter into any slaughtering, packing, meat-canning, rendering, or similar establishment, in which they are to be slaughtered and the meat and meat food products thereof are to be used in interstate or foreign commerce; and all cattle, swine, sheep, and goats found on such inspection to show symptoms of disease shall be set apart and slaughtered separately from all other cattle, sheep, swine, or goats, and when so slaughtered the carcasses of said cattle, sheep, swine, or goats shall be subject to a careful examination and inspection, all as provided by the rules and regulations to be prescribed by the Secretary of Agriculture as herein provided for.

That for the purposes hereinbefore set forth the Secretary of Agriculture shall cause to be made by inspectors appointed for that purpose, as hereinafter provided, a post-mortem examination and inspection of the carcasses and parts thereof of all cattle, sheep, swine, and goats to be prepared for human consumption at any slaughtering, meat-canning, salting, packing, rendering, or similar establishment in any State, Territory, or the District of Columbia for transportation or sale as articles of interstate or foreign commerce; and the carcasses and parts thereof of all such animals found to be sound, healthful, wholesome, and fit for human food shall be marked, stamped, tagged, or labeled as "Inspected and passed;" and said inspectors shall label, mark, stamp, or tag as "Inspected and condemned" all carcasses and parts thereof of animals found to be unsound, unhealthful, unwholesome, or otherwise unfit for human food; and all carcasses and parts thereof thus inspected and condemned shall be destroyed for food purposes by the said establishment in the presence of an inspector, and the Secretary of Agriculture may remove inspectors from any such establishment which fails to so destroy any such condemned carcass or part thereof, and said inspectors, after said first inspection shall, when they deem it necessary, reinspect said carcasses or parts thereof to determine whether since the first inspection the same have become unsound, unhealthful, unwholesome, or in any way unfit for human food, and if any carcass or any part thereof shall, upon examination and inspection subsequent to the first examination and inspection, be found to be unsound, unhealthful, unwholesome, or otherwise unfit for human food, it shall be destroyed for food purposes by the said establishment in the presence of an inspector, and the Secretary of Agriculture may remove inspectors from any establishment which fails to so destroy any such condemned carcass or part thereof.

The foregoing provisions shall apply to all carcasses or parts of carcasses of cattle, sheep, swine, and goats, or the meat or meat products thereof which may be brought into any slaughtering, meat-canning, salting, packing, rendering, or similar establishment, and such examination and inspection shall be had before the said carcasses or parts thereof shall be allowed to enter into any department wherein the same are to be treated and prepared for meat food products; and the foregoing provisions shall also apply to all such products which, after having been issued from any

slaughtering, meat-canning, salting, packing, rendering, or similar establishment, shall be returned to the same or to any similar establishment where such inspection is maintained.

That for the purposes hereinbefore set forth the Secretary of Agriculture shall cause to be made by inspectors appointed for that purpose an examination and inspection of all meat food products prepared for interstate or foreign commerce in any slaughtering, meat-canning, salting, packing, rendering, or similar establishment, and for the purposes of any examination and inspection said inspectors shall have access at all times, by day or night, whether the establishment be operated or not, to every part of said establishment; and said inspectors shall mark, stamp, tag, or label as "Inspected and passed" all such products found to be sound, healthful, and wholesome, and which contain no dyes, chemicals, preservatives, or ingredients which render such meat or meat food products unsound, unhealthful, unwholesome, or unfit for human food; and said inspectors shall label, mark, stamp, or tag as "Inspected and condemned" all such products found unsound, unhealthful, and unwholesome, or which contain dyes, chemicals, preservatives, or ingredients which render such meat or meat food products unsound, unhealthful, unwholesome, or unfit for human food, and all such condemned meat food products shall be destroyed for food purposes, as hereinbefore provided, and the Secretary of Agriculture may remove inspectors from any establishment which fails to so destroy such condemned meat food products: *Provided*, That, subject to the rules and regulations of the Secretary of Agriculture, the provisions hereof in regard to preservatives shall not apply to meat food products for export to any foreign country and which are prepared or packed according to the specifications or directions of the foreign purchaser, when no substance is used in the preparation or packing thereof in conflict with the laws of the foreign country to which said article is to be exported; but if said article shall be in fact sold or offered for sale for domestic use or consumption, then this proviso shall not exempt said article from the operation of all the other provisions of this act.

That when any meat or meat food product prepared for interstate or foreign commerce which has been inspected as hereinbefore provided and marked "Inspected and passed" shall be placed or packed in any can, pot, tin, canvas, or other receptacle or covering in any establishment where inspection under the provisions of this act is maintained, the person, firm, or corporation preparing said product shall cause a label to be attached to said can, pot, tin, canvas, or other receptacle or covering, under the supervision of an inspector, which label shall state that the contents thereof have been "Inspected and passed" under the provisions of this act; and no inspection and examination of meat or meat food products deposited or inclosed in cans, tins, pots, canvas, or other receptacle or covering in any establishment where inspection under the provisions of this act is maintained shall be deemed to be complete until such meat or meat food products have been sealed or inclosed in said can, tin, pot, canvas, or other receptacle or covering under the supervision of an inspector, and no such meat or meat food products shall be sold or offered for sale by any person, firm, or corporation in interstate or foreign commerce under any false or deceptive name; but established trade name or names which are usual to such products and which are not false and deceptive and which shall be approved by the Secretary of Agriculture are permitted.

The Secretary of Agriculture shall cause to be made, by experts in sanitation or by other competent inspectors, such inspection of all slaughtering, meat-canning, salting, packing, rendering, or similar establishments in which cattle, sheep, swine, and goats are slaughtered and the meat and meat food products thereof are prepared for interstate or foreign commerce as may be necessary to inform himself concerning the sanitary conditions of the same, and to prescribe the rules and regulations of sanitation under which such establishments shall be maintained; and where the sanitary conditions of any such establishment are such that the meat or meat food products are rendered unclean, unsound, unhealthful, unwholesome, or otherwise unfit for human food, he shall refuse to allow said meat or meat food products to be labeled, marked, stamped, or tagged as "Inspected and passed."

That the Secretary of Agriculture shall cause an examination and inspection of all cattle, sheep, swine, and goats, and the food products thereof, slaughtered and prepared in the establishments hereinbefore described for the purposes of interstate or foreign commerce to be made during the nighttime as well as during the daytime when the slaughtering of said cattle, sheep, swine, and goats, or the preparation of said food products, is conducted during the nighttime.

That on and after October first, nineteen hundred and six, no person, firm, or corporation shall transport or offer for transportation, and no carrier of interstate or foreign commerce shall transport or receive for transportation from one State or Territory or the District of Columbia to any other State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to any

foreign country, any carcasses or parts thereof, meat, or meat food products thereof, which have not been inspected, examined, and marked as "Inspected and passed," in accordance with the terms of this act and with the rules and regulations prescribed by the Secretary of Agriculture: *Provided*, That all meat and meat food products on hand on October first, nineteen hundred and six, at establishments where inspection has not been maintained, or which have been inspected under existing law, shall be examined and labeled under such rules and regulations as the Secretary of Agriculture shall prescribe, and then shall be allowed to be sold in interstate or foreign commerce.

That no person, firm, or corporation, or officer, agent, or employee thereof, shall forge, counterfeit, simulate, or falsely represent, or shall without proper authority use, fail to use, or detach, or shall knowingly or wrongfully alter, deface, or destroy, or fail to deface or destroy, any of the marks, stamps, tags, labels, or other identification devices provided for in this act, or in and as directed by the rules and regulations prescribed hereunder by the Secretary of Agriculture, on any carcasses, parts of carcasses, or the food product, or containers thereof, subject to the provisions of this act, or any certificate in relation thereto, authorized or required by this act or by the said rules and regulations of the Secretary of Agriculture.

That the Secretary of Agriculture shall cause to be made a careful inspection of all cattle, sheep, swine, and goats intended and offered for export to foreign countries at such times and places, and in such manner as he may deem proper, to ascertain whether such cattle, sheep, swine, and goats are free from disease.

And for this purpose he may appoint inspectors who shall be authorized to give an official certificate clearly stating the condition in which such cattle, sheep, swine, and goats are found.

And no clearance shall be given to any vessel having on board cattle, sheep, swine, or goats for export to a foreign country until the owner or shipper of such cattle, sheep, swine, or goats has a certificate from the inspector herein authorized to be appointed, stating that the said cattle, sheep, swine, or goats are sound and healthy, or unless the Secretary of Agriculture shall have waived the requirement of such certificate for export to the particular country to which such cattle, sheep, swine, or goats are to be exported.

That the Secretary of Agriculture shall also cause to be made a careful inspection of the carcasses and parts thereof of all cattle, sheep, swine, and goats, the meat of which, fresh, salted, canned, corned, packed, cured, or otherwise prepared, is intended and offered for export to any foreign country, at such times and places and in such manner as he may deem proper.

And for this purpose he may appoint inspectors who shall be authorized to give an official certificate stating the condition in which said cattle, sheep, swine, or goats, and the meat thereof, are found.

And no clearance shall be given to any vessel having on board any fresh, salted, canned, corned, or packed beef, mutton, pork, or goat meat, being the meat of animals killed after the passage of this act, or except as hereinbefore provided for export to and sale in a foreign country from any port in the United States until the owner or shipper thereof shall obtain from an inspector appointed under the provisions of this act a certificate that the said cattle, sheep, swine, and goats were sound and healthy at the time of inspection, and that their meat is sound and wholesome, unless the Secretary of Agriculture shall have waived the requirements of such certificate for the country to which said cattle, sheep, swine, and goats or meats are to be exported.

That the inspectors provided for herein shall be authorized to give official certificates of the sound and wholesome condition of the cattle, sheep, swine, and goats, their carcasses and products as herein described, and one copy of every certificate granted under the provisions of this act shall be filed in the Department of Agriculture, another copy shall be delivered to the owner or shipper, and when the cattle, sheep, swine, and goats or their carcasses and products are sent abroad, a third copy shall be delivered to the chief officer of the vessel on which the shipment shall be made.

That no person, firm, or corporation engaged in the interstate commerce of meat or meat food products shall transport or offer for transportation, sell or offer to sell any such meat or meat food products in any State or Territory or in the District of Columbia or any place under the jurisdiction of the United States, other than in the State or Territory or in the District of Columbia or any place under the jurisdiction of the United States in which the slaughtering, packing, canning, rendering, or other similar establishment owned, leased, operated by said firm, person, or corporation is located unless and until said person, firm, or corporation shall have complied with all of the provisions of this act.

That any person, firm, or corporation, or any officer or agent of any such person, firm, or corporation, who shall violate any of the provisions of this act shall be deemed guilty of a misdemeanor and shall be punished on conviction thereof by a fine of not exceeding

ten thousand dollars or imprisonment for a period not more than two years, or by both such fine and imprisonment, in the discretion of the court.

That the Secretary of Agriculture shall appoint from time to time inspectors to make examination and inspection of all cattle, sheep, swine, and goats, the inspection of which is hereby provided for, and of all carcasses and parts thereof, and of all meats and meat food products thereof, and of the sanitary conditions of all establishments in which such meat and meat food products hereinbefore described are prepared; and said inspectors shall refuse to stamp, mark, tag, or label any carcass or any part thereof, or meat food product therefrom, prepared in any establishment hereinbefore mentioned, until the same shall have actually been inspected and found to be sound, healthful, wholesome, and fit for human food, and to contain no dyes, chemicals, preservatives, or ingredients which render such meat food product unsound, unhealthful, unwholesome, or unfit for human food; and to have been prepared under proper sanitary conditions, hereinbefore provided for; and shall perform such other duties as are provided by this act and by the rules and regulations to be prescribed by said Secretary of Agriculture; and said Secretary of Agriculture shall, from time to time, make such rules and regulations as are necessary for the efficient execution of the provisions of this act, and all inspections and examinations made under this act shall be such and made in such manner as described in the rules and regulations prescribed by said Secretary of Agriculture not inconsistent with the provisions of this act.

That any person, firm, or corporation, or any agent or employee of any person, firm, or corporation, who shall give, pay, or offer, directly or indirectly, to any inspector, deputy inspector, chief inspector, or any other officer or employee of the United States authorized to perform any of the duties prescribed by this act or by the rules and regulations of the Secretary of Agriculture any money or other thing of value, with intent to influence said inspector, deputy inspector, chief inspector, or other officer or employee of the United States in the discharge of any duty herein provided for, shall be deemed guilty of a felony and, upon conviction thereof, shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars and by imprisonment not less than one year nor more than three years; and any inspector, deputy inspector, chief inspector, or other officer or employee of the United States authorized to perform any of the duties prescribed by this act who shall accept any money, gift, or other thing of value from any person, firm, or corporation, or officers, agents, or employees thereof, given with intent to influence his official action, or who shall receive or accept from any person, firm, or corporation engaged in interstate or foreign commerce any gift, money, or other thing of value given with any purpose or intent whatsoever, shall be deemed guilty of a felony and shall, upon conviction thereof, be summarily discharged from office and shall be punished by a fine not less than one thousand dollars nor more than ten thousand dollars and by imprisonment not less than one year nor more than three years.

That the provisions of this act requiring inspection to be made by the Secretary of Agriculture shall not apply to animals slaughtered by any farmer on the farm and sold and transported as interstate or foreign commerce, nor to retail butchers and retail dealers in meat and meat food products, supplying their customers: *Provided*, That if any person shall sell or offer for sale or transportation for interstate or foreign commerce any meat or meat food products which are diseased, unsound, unhealthful, unwholesome, or otherwise unfit for human food, knowing that such meat food products are intended for human consumption, he shall be guilty of a misdemeanor, and on conviction thereof shall be punished by a fine not exceeding one thousand dollars or by imprisonment for a period of not exceeding one year, or by both such fine and imprisonment: *Provided also*, That the Secretary of Agriculture is authorized to maintain the inspection in this act provided for at any slaughtering, meat-canning, salting, packing, rendering, or similar establishment notwithstanding this exception, and that the persons operating the same may be retail butchers and retail dealers or farmers; and where the Secretary of Agriculture shall establish such inspection then the provisions of this act shall apply notwithstanding this exception.

That there is permanently appropriated, out of any money in the Treasury not otherwise appropriated, the sum of three million dollars, for the expenses of the inspection of cattle, sheep, swine, and goats and the meat and meat food products thereof which enter into interstate or foreign commerce and for all expenses necessary to carry into effect the provisions of this act relating to meat inspection, including rent and the employment of labor in Washington and elsewhere, for each year. And the Secretary of Agriculture shall, in his annual estimates made to Congress, submit a statement in detail, showing the number of persons employed in such inspections and the salary or per diem paid to each, together with the contingent expenses of such inspectors and where they have been and are employed.

[Amendment 1 to B. A. I. Order 137.]

REGULATIONS GOVERNING EXAMINATION AND RELABELING OF MEATS
AND MEAT FOOD PRODUCTS ON HAND

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., September 7, 1906.

For the purpose of preventing the use in interstate or foreign commerce of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, under the authority conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (Public—382), the following regulations are hereby prescribed for the examination and labeling of meats and meat food products on hand October 1, 1906, which have not been inspected under the act of Congress of June 30, 1906.

These regulations, which for purposes of identification are designated as amendment 1 to B. A. I. Order 137, shall become and be effective at once.

JAMES WILSON,
Secretary of Agriculture.

INSPECTION AND RELABELING.

REGULATION 50. (a) Stocks of meat and meat food products on hand which are to enter interstate or foreign commerce on or after October 1 next, and which have not been inspected under the act of Congress of June 30, 1906, will be inspected upon application directly to the Chief of the Bureau of Animal Industry or to him through the inspectors in charge of the various stations.

COLLECTION OF SAMPLES.

(b) The inspector in charge at the point from which such application is made, or to whom the application may be referred, will, upon direction of the Chief of the Bureau, cause samples to be collected by an officer designated by him.

(c) The collector shall personally select at random cans, packages, or portions of each different lot of meat or meat food products which is to enter interstate or foreign trade, note being made at the time whether the samples are for one or the other, and, in the case of foreign shipments, for what country the products are intended. He shall at the same time note the number of packages or pieces of each lot and require that these be kept separate and undisturbed until the examination is finished. The samples in each case should consist of at least one-half pound of the material to be examined.

(d) The collector shall record on a slip provided for that purpose full data concerning each sample, and each sample must be given a serial number to which is prefixed the name of the city of collection. The data should include name of product (as it appears upon the label if labeled), the name of the manufacturer, the name of the establishment from which the sample is taken, the date of collection, and the number of packages in each lot. When this is done there must be attached to each sample a card or sticker bearing the serial number of the sample as recorded on the collector's sample slip, the collector's

initial, and any other data that may be deemed desirable. If more than one collector be employed, a letter should be assigned to each, the collector's letter to be affixed to the number in each case, for example: Collector A—Samples, Chicago 1A, Chicago 2A, Chicago 3A, etc. Collector B—Samples, Chicago, 1B, Chicago 2B, Chicago 3B, etc.

(e) In cities where the Department has no laboratory the samples collected should be numbered and recorded in the manner described above, prefixing to the number of the sample the name of the city in which collection was made, e. g., Milwaukee 1A, St. Louis 5A, St. Louis 7B. These samples should then be forwarded with their appropriate records, by mail or express, to the inspector in charge of a station at which a laboratory is located. They will be analyzed and reported on in the manner hereinafter described and the original record card returned by the inspector in charge in the laboratory city to the inspector in charge in the city of collection.

EXAMINATION AND ANALYSIS OF SAMPLES.

(f) After the samples have been recorded and numbered they must be delivered by the collector to the analyst, or else placed in some designated compartment to which only the analyst and the collector have access. In no case must the samples leave the possession of the analyst until the analysis is completed.

(g) The analyst must record the details of the examination in books or on cards provided for that purpose, and must return to the inspector in charge a report on cards prepared for that purpose. These cards should show the presence or absence of preservatives or coloring matters not permitted by the regulations. In case any preservative or coloring matter prohibited by the regulations is found, the particular preservative or coloring matter must be stated.

(h) When a sufficient number of samples have been examined to establish the wholesomeness of a certain brand, inspectors will be so advised.

LABELING AND MARKING.

(i) Upon receipt of the report from the analyst the inspector in charge shall permit those lots of meat or meat food products found free from foreign coloring matters or preservatives to be correctly relabeled (if improperly labeled) in accordance with this regulation, under the supervision of a Department employee, care being taken to see that only the packages which were contained in the lot at the times the samples were taken are relabeled. Where the analysis shows the presence of substance not permitted by the regulations, the lots of goods from which such samples were taken shall not be relabeled or marked as provided for in this regulation, nor shall meats or meat food products which are falsely labeled as to the kind of meat entering into their composition be relabeled until their trade designation is made to conform with their constituents.

(j) Sweet pickled, dry salted, smoked, and other similar meats shall be inspected, and if found to be clean, healthful, wholesome, and free from any condition contrary to the regulations governing the meat inspection of the United States Department of Agriculture, they shall be labeled or marked as provided in paragraph (k) of this regulation.

(k) For the purpose of marking products inspected under this regulation an inspection stamp will be furnished by the Department

reading as follows: "U. S. inspected and passed under regulation 50." When necessary a rubber stamp will be issued in lieu of the paper stamp. One label upon an unopened case or package of canned meats shall be considered sufficient.

MEDICAL MEAT PRODUCTS

REGULATION 51. Products such as meat juice, meat extract, etc., which are intended only for medicinal purposes and are advertised only to the medical profession, are not considered meat food products within the meaning of B. A. I. Order 137 and this amendment.

[Amendment 2 to B. A. I. Order 137.]

REGULATIONS GOVERNING TRANSPORTATION OF MEAT IN INTERSTATE AND FOREIGN COMMERCE

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., September 17, 1906.

For the purpose of preventing the use in interstate or foreign commerce of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, under the authority conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (34 Stat. L., 674), the following regulations are hereby prescribed for the transportation in interstate and foreign commerce of the carcasses, parts of carcasses, and meat food products of cattle, sheep, swine, and goats.

A meat food product, within the meaning of the meat-inspection act and of these regulations made thereunder, is considered to be any article intended for human consumption which is derived or prepared from any portion of the carcass of cattle, sheep, swine, or goats, and which, when eaten, is capable of supplying nourishment or energy to the human body, or of repairing body waste. A mixture of which meat is an ingredient will not be considered a meat food product unless the meat contained therein is a definite and considerable portion of the said mixture, and regulation 12 of B. A. I. Order 137 is hereby modified accordingly. But where such a mixture is prepared in an establishment where inspection is maintained, the sanitation of that portion of the establishment in which the said mixture is prepared will be supervised by the Department, and the meat or meat food product which enters the said mixture will be inspected before it enters the said mixture. The mixture will not be officially labeled. Mixtures such as mince-meats, soups, etc., which come under this ruling and which are not officially labeled, are allowed in interstate and foreign commerce without inspection and without certificates, subject to the provisions and requirements of the pure-food law and the regulations made thereunder. Products such as meat juice, meat extract, etc., which are intended and used only for medicinal purposes, and which are advertised only to the medical profession, are not meat food products within the meaning of B. A. I. Order 137 and this amendment.

These regulations, which for the purpose of identification are designated as amendment 2 to B. A. I. Order 137, shall become and be

effective on and after October 1, 1906, but shall not apply to the continuous carriage of meat or meat food products which are in transit on October 1, 1906.

JAMES WILSON,
Secretary of Agriculture.

INTERSTATE TRANSPORTATION

REGULATION 52. No person, firm, or corporation shall receive for transportation or transport from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia any carcass, part of carcass, or meat food product of cattle, sheep, swine, or goats, unless and until a certificate is made and furnished in one of the forms prescribed in regulations 53, 54, 55, and 56, showing that such meat or meat food product has been either inspected and passed or exempted from inspection, according to act of Congress of June 30, 1906.

When any shipment of meat or meat food products covered by these regulations is offered to any common carrier for carriage within the United States as a part of a foreign movement, the same certificate shall be required as if the shipment were destined to a point within the United States.

INSPECTED MEATS AND PRODUCTS.

REGULATION 53. When any carcass, part of carcass, or meat food product of cattle, sheep, swine, or goats, which has been inspected under the regulations of the Secretary of Agriculture, known as B. A. I. Order 137, is offered to any common carrier for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia as an interstate or foreign shipment, the person, firm, or corporation offering such carcass, part of carcass, or meat food product shall make the following certificate and deliver the same to the said common carrier, except as provided in regulation 54:

(Date), 190 .

Name of railroad to which offered.....
Shipper
Consignee.....
Point of shipment
Destination
Car number and initial.....

The following-described meats or meat food products have been inspected and passed according to act of Congress of June 30, 1906, and are so marked:

.....
.....
.....

.....
(Signature.)

This certificate may be stamped upon or incorporated in any form which is regularly or ordinarily used in the shipment of meat or meat food products.

REGULATION 54. An establishment at which inspection is maintained under the regulations of the Secretary of Agriculture, known as B. A. I. Order 137, may ship from the said establishment to any other establishment at which inspection is maintained, or to any branch house at which inspection is maintained, any meat or meat food product which has been inspected and passed under these regulations without marking the same "Inspected and passed," if the said shipment be placed in a railroad car which is sealed by an employee of the Bureau of Animal Industry. In shipments provided for by this regulation the said establishment shall make and deliver to the common carrier, in duplicate, a certificate reading as follows:

(Date), 190 .

Name of railroad to which offered.....
 Shipper.....
 Number of establishment.....
 Consignee of establishment.....
 Number of consignee.....
 Point of shipment.....
 Point of destination.....
 Car number and initial.....

The following-described meats or meat food products have been inspected and passed according to act of Congress of June 30, 1906. They are not marked "Inspected and passed," but have been placed in car No. under the supervision of an employee of the Bureau of Animal Industry, and the said car has been sealed by the said employee with official seal No.

.....

.....
 (Signature.)

The duplicate certificate shall be forwarded immediately by the initial carrier to the Chief of the Bureau of Animal Industry.

EXEMPTED MEATS AND PRODUCTS.

REGULATION 55. RETAIL BUTCHERS AND DEALERS.—When any carcass, part of carcass, or meat food product of cattle, sheep, swine, or goats, which has not been inspected under the regulations of the Secretary of Agriculture, known as B. A. I. Order 137, is offered for shipment from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia by any retail butcher or retail dealer, other than a farmer, claiming exemption under paragraph (a) of Regulation 2, B. A. I. Order 137, the common carrier shall require the following certificate to be made in duplicate by said retail butcher or retail dealer, which certificate shall in all cases show the exemption number designated by the Secretary of Agriculture for said retail butcher or retail dealer:

(Date), 190 .

Name of railroad to which offered.....
 Shipper.....
 Consignee.....
 Point of shipment.....
 Point of destination.....
 Car number and initial.....
 Exempted establishment number.....

I hereby certify that I am a retail butcher or a retail dealer in meats or meat food products, and the following-described meats or meat food products are offered for shipment in interstate commerce to a customer, as exempted from inspection according to act of Congress of June 30, 1906, and exemption certificate No. The said meat or meat food products are sound, healthful, wholesome, and fit for human food.

.....

.....

.....

(Signature of retail butcher or dealer.)

(Address.)

The duplicate certificate shall be forwarded immediately by the initial carrier to the Chief of the Bureau of Animal Industry. This certificate shall be separate and apart from any waybill, bill of lading, or other form ordinarily used in the shipment of meat.

REGULATION 56. FARMERS.—When any carcass, part of carcass, or meat food product of cattle, sheep, swine, or goats is offered to any common carrier for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia by a farmer, the common carrier shall require the following certificate from the said farmer, which certificate shall be filled out in duplicate:

(Date), 190 .

Name of railroad to which offered.....
 Shipper.....
 Consignee.....
 Point of shipment.....
 Point of destination.....
 Car number and initial.....

I hereby certify that I am a farmer, and that the following-described uninspected carcasses or parts thereof have been slaughtered by me upon my farm and are offered for shipment in interstate commerce as exempted from inspection according to act of Congress of June 30, 1906. The said meat or meat food products are sound, healthful, wholesome, and fit for human food.

.....

.....

.....

(Signature of farmer.)

(Address of farmer.)

The duplicate certificate shall be forwarded immediately by the initial carrier to the Chief of the Bureau of Animal Industry, Washington, D. C.

REGULATION 57. All original certificates delivered to the common carrier, as required in these regulations, shall be retained and filed by the initial carrier in order that they may be readily checked by this Department in such manner as the Secretary of Agriculture may from time to time prescribe.

REGULATION 58. In all cases the waybills, transfer bills, running slips, or conductors' cards accompanying a car containing the said shipment of meat or meat food product covered by these regulations must have embodied in, stamped upon, or attached to the same a cer-

tificate in the following form by the issuing railroad company, in the case of inspected meats:

(Name of railroad company) United States inspected and passed, as evidenced by shipper's certificate on file with initial carrier.

(Signed), *Agent*.

In the case of uninspected meats:

(Name of railroad company) Exempted from inspection, as evidenced by shipper's certificate on file with initial carrier.

(Signed), *Agent*.

EXPORT SHIPMENT

REGULATION 59. No common carrier shall receive for transportation or transport from the United States to any foreign country any carcass, part of carcass, or meat food product of cattle, sheep, swine, or goats, which has not been inspected and passed, and so marked, under the regulations of the Secretary of Agriculture, known as B. A. I. Order 137, except from a farmer, or exempted retail butcher or retail dealer supplying a customer, when the provisions of this amendment requiring certificates for interstate movements shall apply to the meat or meat food products offered for foreign movement; and no master of any steam or sailing vessel shall receive for transportation or transport from the United States to Great Britain and Ireland or any of the countries of continental Europe any carcass, part of carcass, or meat food product of cattle, sheep, swine, or goats, except ship stores, unless and until a certificate of inspection covering the same has been issued and delivered as provided in regulation 45 of the regulations of the Secretary of Agriculture, known as B. A. I. Order 137. The requirements of the certificate provided for in regulation 45 are waived for meat and meat food products for export to foreign countries other than those named in this regulation.

[Amendment 3 to B. A. I. Order 137.]

REGULATIONS GOVERNING TRANSPORTATION OF MEATS AND AMENDING REGULATION 45.

U. S. DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY,
Washington, D. C., October 1, 1906.

For the purpose of preventing the use in interstate or foreign commerce of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, under the authority conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (34 Stat. L., 674) the following regulations are hereby prescribed for the transportation in interstate and foreign commerce of the carcasses, parts of carcasses, meats, and meat food products of cattle, sheep, swine, and goats.

These regulations, which for purposes of identification are designated as amendment 3 to B. A. I. Order 137, shall become and be effective on and after October 1, 1906.

JAMES WILSON,
Secretary of Agriculture.

REGULATION 60. Meats prepared prior to October 1, 1906, to which have been applied externally small quantities of preservative, which have heretofore been usual in the preparation of said meat but which are now prohibited by B. A. I. Order 137, and amendments thereto, will be examined as provided in regulation 50, paragraphs (a) to (h), and, if found to conform to the regulations of the Secretary of Agriculture in all respects, except as herein mentioned, may be marked "U. S. inspected and passed under regulation 60," in the manner provided in paragraph (k) of regulation 50, and will then be admitted into interstate and foreign commerce, under the regulations contained in Amendment 2 to B. A. I. Order 137.

AMENDMENT TO REGULATION 45. Regulation 45, as contained in B. A. I. Order 137, is hereby amended to read as follows:

"REGULATION 45. The inspector in charge of an establishment shall issue certificates of inspection for all carcasses of cattle, sheep, swine, and goats, and the meats or meat food products thereof, which are to be exported to foreign countries. Each certificate shall cite the name of the shipper, the name of the consignee, the destination, the establishment number or numbers on the labels, the number of the stamps attached to the article to be exported, and the shipping marks. These certificates shall be issued in serial numbers and in triplicate form. Only one certificate shall be issued for each consignment unless otherwise directed by the Chief of the Bureau of Animal Industry.

"Both the original and duplicate certificates shall be delivered by the inspector to the shipper. The original certificate provided by law for the chief officer of the vessel shall be filed with the customs officers at the time of filing the master's manifest or the supplemental manifest."

Under date of September 25, 1906, the Secretary of Commerce and Labor issued the following instructions for the guidance of collectors of customs:

On and after October 1, 1906, no collector or other officer of customs shall issue clearance to any vessel carrying meat or meat food products for export to Europe until he is satisfied that certificates covering the same, as prescribed by the act of June 30, 1906, have been obtained from the Department of Agriculture.

Collectors and other officers of customs may accept, as satisfactory proof of the fact that the required certificates have been obtained—

A verified statement in writing, in form prescribed by the collector, made by the master or agent of the vessel at the time of application for clearance, to the effect that no meat or meat food products are or will be included in the cargo of the vessel unless duly marked "U. S. inspected and passed;" that certificates required by regulation 45 of B. A. I. Order 137, as amended by amendment 3 to the said order, have been obtained from the Department of Agriculture, and that such certificates, if not filed with the master's manifest at the time of issue of clearance, will be filed with the supplemental manifest: *Provided*, That when said supplemental manifest is filed, a second duly verified statement, in writing, shall be made by the master or agent that the required certificates covering each shipment of meat or meat food products have been obtained, and that the name of shippers, destination, shipping marks, and total number of stamps attached have been filed with said supplemental manifest, and that all meat and meat food products in the cargo of said vessel are covered by the certificates attached to the master's supplemental manifest.

If the master or agent of any vessel shall fail at any time to so file all required certificates either with the master's manifest or with the supplemental manifest, no clearance shall thereafter be granted to any vessel represented by said master or agent until all required certificates of inspection have been duly presented and filed.

[Amendment 4 to B. A. I. Order 137.]

AMENDING REGULATIONS 22, TO 25, 41, AND 50.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., October 2, 1906.

For the purpose of preventing the use in interstate or foreign commerce of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, under the authority conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (34 Stat. L., 674) regulations 22, 23, 24, 25, 41, and 50 are hereby amended as hereinafter given.

This amendment is designated as amendment 4 to B. A. I. Order 137 and shall become and be effective at once.

JAMES WILSON,
Secretary of Agriculture.

REGULATIONS 22, 23, 24, and 25. These regulations are amended to permit the placing, under the personal supervision of a departmental employee, of labels upon carcasses by employees of establishments at which inspection is maintained.

REGULATION 41. This regulation is amended to read as follows. The new matter is italicized.

"REGULATION 41. RENDERING OF LARD AND TALLOW.—The rendering of all fats into lard, tallow, oils, and stearin at establishments where inspection is maintained shall be closely supervised by employees of the Department. All portions of carcasses rendered into lard and tallow must be clean and wholesome. Tanks and vats used for rendering condemned carcasses and refuse products must not be connected in any manner with tanks, vats, or other receptacles used for lard or other edible products. Unmelted fat from carcasses which have been U. S. inspected and passed and so marked, which is not marked or stamped 'U. S. inspected and passed,' and which upon inspection is found to be sweet, clean, and of healthful appearance, may be received, inspected, and rendered at a temperature not lower than 170° F. for one hour."

REGULATION 50. Paragraph (j) of regulation 50 is amended to read as follows:

"(j) Sweet pickled, dry salted, smoked, and other similar meats, lard, lard compounds, lard substitutes, butterine, and oleomargarine shall be inspected, and if found to be clean, healthful, wholesome, and free from any condition contrary to the regulations governing the meat inspection of the United States Department of Agriculture, they shall be labeled or marked as provided in paragraph (k) of this regulation: *Provided*, That during the months of October and November, 1906, shippers who are in possession of sweet pickled, dry salted, smoked, or other similar meats, lard, lard compounds, lard substitutes, butterine, and oleomargarine, which were on hand October 1, 1906, and who have affidavits of the packer who prepared the meat or product that it was cured or prepared prior to October 1, and that no prohibited preservative has been applied thereto, except as allowed by regulation 60, may mark sweet, clean, sound, wholesome meat or meat food product

with the words 'Inspected and passed under regulation 50—provisional,' and such meat or product will then be admitted into interstate and foreign commerce. All persons who mark or ship meat or meat food product under this amendment shall immediately report to the Chief of the Bureau of Animal Industry at Washington a full description and the weight of the meat or product so marked and shipped. This amendment is issued because it is impossible, without seriously interfering with the commerce of the country, to examine each piece of meat in the United States. Attention is called, however, to the fact that it is a violation of law punishable by a fine of \$10,000 and imprisonment for a term of two years for any person to forge, counterfeit, simulate, or use without authority any of the marks provided for by the regulations of the Secretary of Agriculture. The movement of meat under the provisional marking provided for by this amendment will be closely watched, and any violation of the regulation will be prosecuted."

Paragraph (k) of regulation 50 is amended to read as follows:

"(k) For the purpose of marking products inspected under this regulation an inspection stamp will be furnished by the Department reading as follows: 'U. S. inspected and passed under regulation 50.' When necessary a rubber stamp will be issued in lieu of the paper stamp. One label upon an unopened case or package of canned meats shall be considered sufficient: *Provided*, That when a brand or line of canned meat food products has been passed by the Department as wholesome, and it is necessary to ship a portion of that line or brand in interstate commerce before the stamps provided by the Department can be received, the shipper may mark or stamp the shipment 'Inspected and passed under regulation 50—provisional.' This amendment is issued to prevent an immediate scarcity of canned meat food products. The movement under the provisional marking will be watched closely, and any improper use of this provisional mark will be the subject of prosecution. The burden is upon the shipper who attaches the provisional mark to know that the line or brand has been passed by the Department."

[Amendment 5 to B. A. I. Order 137.]

REGULATIONS GOVERNING INTERSTATE TRANSPORTATION OF MEATS WHICH ARE ALLEGED TO BE UNFIT FOR FOOD

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., November 15, 1906.

For the purpose of preventing the use in interstate commerce of inspected and passed meat and meat food products which after inspection have become unsound, unwholesome, or otherwise unfit for human food, under authority conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (34 Stat. L., 674), the following regulation is hereby prescribed for the transportation in interstate commerce of the said meat and meat food products of cattle, sheep, swine, and goats.

This regulation, which for the purpose of identification is designated as amendment 5 to B. A. I. Order 137, shall become effective on and after December 1, 1906.

JAMES WILSON,
Secretary of Agriculture.

REGULATION 61. Meats and meat food products which have been inspected and passed and so marked, and which have been transported from the establishments at which they were prepared into the channels of trade, and which are alleged or known to have become unsound, unwholesome, or otherwise unfit for human food, may be transported in interstate commerce under the following restrictions:

(1) Inspected and marked meat or meat food product which is alleged to be unsound, unwholesome, or otherwise unfit for food may be shipped by the owner thereof from one State or Territory or the District of Columbia to any establishment at which inspection is maintained in the same or a different State or Territory, if a written permit in duplicate for such shipment be first had and obtained from the Chief of the Bureau of Animal Industry. In all such shipments both the original and duplicate copies of the permits shall be surrendered to the carrier accepting the meat or meat food product, who shall require the shipper to furnish three copies of the form of certificate hereinafter given. One of these certificates and the duplicate copy of the permit shall be retained by the carrier; another copy of the certificate, together with the original permit, shall be mailed by the carrier to the Chief of the Bureau of Animal Industry, Washington, D. C.; and the third copy shall be addressed and mailed by the carrier to the Bureau of Animal Industry inspector in charge at the point to which the shipment is consigned. Upon the arrival of the shipment at the establishment where inspection is maintained the inspector in charge shall cause a careful inspection to be made of the shipment, to determine whether or not it is unsound, unwholesome, or otherwise unfit for food. Should the meat or meat food product contained in the shipment prove to be unsound, unwholesome, or otherwise unfit for food, it shall at once be stamped "U. S. inspected and condemned" and be immediately tanked or removed to the condemned room. If the meat or meat food product contained in the shipment shall prove to be sound, wholesome, and fit for food, the inspector shall allow the meat or meat food product to enter the establishment.

(2) Inspected and marked meat or meat food product which is alleged to be unsound, unwholesome, or otherwise unfit for human food may be shipped by the owner thereof from one State or Territory or the District of Columbia to any jobber, wholesaler, or other dealer from whom the said meat or meat food product was purchased, if a written permit, in duplicate, for such shipment be first had and obtained from the Chief of the Bureau of Animal Industry. In all such shipments both the original and duplicate copies of the permits shall be surrendered to the carrier accepting the meat or meat-food product, who shall require the shipper to furnish two copies of the form of certificate hereinafter given. One of these certificates and the duplicate copy of the permit shall be retained by the carrier, and the other copy of the certificate, together with the original permit, shall be mailed by the carrier to the Chief of the Bureau of Animal Industry, Washington, D. C. If the meat or meat food product which is shipped under this regulation proves to be unsound,

unwholesome, or otherwise unfit for human food, it may not be shipped in interstate commerce as a food product. Attention is directed to the meat-inspection law, which provides a penalty of a fine of \$10,000 and imprisonment for two years for any person who ships for human consumption in interstate or foreign trade any meat or meat food product which is unsound, unwholesome, or otherwise unfit for human food.

(3) Inspected and marked meat or meat food product which is known to be unsound, unwholesome, or otherwise unfit for human food may be shipped by the owner thereof from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia, for use in the arts, such as the shipment of lard which has become unfit for food to a soap factory for use in making soap. No such shipment shall be made unless and until a written permit, in duplicate, shall be first had and obtained from the Chief of the Bureau of Animal Industry. In all such shipments both the original and duplicate copies of the permits shall be surrendered to the carrier accepting the meat or meat food product, who shall require the shipper to furnish two copies of the form of certificate hereinafter given. One of these certificates and the duplicate copy of the permit shall be retained by the carrier, and the other copy of the certificate, together with the original permit, shall be mailed by the carrier to the Chief of the Bureau of Animal Industry, Washington, D. C. In addition to the above requirements, no such shipment shall be accepted by any carrier unless and until the meat or meat food product which is known to be unsound, unwholesome, or otherwise unfit for food shall have have been denatured or otherwise rendered unavailable for food purposes under the supervision of an employee of the Bureau of Animal Industry. The carrier shall also require the shipper to certify that the meat or meat food product has been so denatured or otherwise rendered unavailable for food purposes. The written certificate of the shipper that the meat or meat-food product has been denatured shall be forwarded by the carrier to the Chief of the Bureau of Animal Industry with the original permit and the shipping certificate.

(4) The certificate required by this regulation shall be in the following form and shall in all cases show a description and the weight of the meat or meat food product:

Date 190 .

Name of carrier to which offered

Shipper.....

Consignee.....

Point of shipment.....

Destination.....

Car number and initial.....

The following-described meats or meat food products have been inspected and passed according to act of Congress of June 30, 1906, and are so marked. It is {alleged} {known} that the said meat or meat food products are unsound, unwholesome, and unfit for food.

DESCRIPTION AND WEIGHT OF SHIPMENT.

.....

.....

.....

.....

.....
(Signature of shipper.)

(5) In shipments of meat and meat food products which are known to be unsound, unwholesome, or otherwise unfit for human food, and which therefore require an additional certificate of denaturing, it is suggested that the following form of certificate be used:

....., of the city of and State of, hereby certifies that the following—describe inspected and marked meat or meat-food product has been denatured or otherwise rendered unavailable for food purposes under the supervision of, an employee of the Bureau of Animal Industry, and is offered to the for transportation from, in the State of, to, in the State of

DESCRIPTION OF MEAT.

.....

.....
 (Signature of shipper.)

....., 190 .

(6) On all shipments made under regulation 61 the waybills, transfer bills, running slips, or conductor's cards accompanying the said shipment of meat or meat food products must have embodied in, stamped upon, or attached to the same a certificate in the following form by the issuing railroad company:

(Name of railroad company.)

U. S. inspected and passed and alleged unsound, unwholesome, or otherwise unfit for food, as evidenced by shipper's certificate on file with initial carrier.

(Signed), Agent.

[Amendment 6 to B. A. I. Order 137.]

REGULATIONS GOVERNING USE OF DYES, CHEMICALS, AND PRESERVATIVES.

U. S. DEPARTMENT OF AGRICULTURE,
 OFFICE OF THE SECRETARY,
Washington, D. C., November 15, 1906.

For the purpose of preventing the use in interstate or foreign commerce of meat or meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, under the authority conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (34 Stat. L., 674), regulation 39 is hereby amended as hereinafter given. This amendment is designated as amendment 6 to B. A. I. Order 137 and shall become effective at once.

JAMES WILSON,
Secretary of Agriculture.

REGULATION 39. (a) No meat or meat food product for interstate commerce, or for foreign commerce except as hereinafter provided, shall contain any substance which lessens its wholesomeness, or any drug, chemical, harmful dye, or preservative, other than the preservatives common salt, sugar, wood smoke, vinegar, pure spices, and,

pending further inquiry, saltpeter. No dye, unless specifically authorized by a Federal statute, shall be used in any meat food product prepared for interstate or foreign commerce until the use of such dye has been specifically authorized by the Secretary of Agriculture. The Department is conducting careful investigations into the effect of various dyes upon meat and meat food products, and, while the investigation of all dyes is not completed, it has been demonstrated that certain dyes do not render meat and meat food products unsound, unhealthful, unwholesome, or otherwise unfit for human food. The names of harmless dyes which may be used will be communicated to the inspectors in charge from time to time as the investigation progresses, and no meat or meat food product which contains a dye whose use has not been approved by the Secretary of Agriculture shall be marked "Inspected and passed" or allowed in interstate or foreign commerce. Inspection and sampling of prepared meat and meat food products by Department employees shall be conducted in such manner and at such times as may be necessary to secure a rigid enforcement of this regulation.

(b) In accordance with the direction of the foreign purchaser or his agent, meat and meat food products prepared for export may contain preservatives in proportions which do not conflict with the laws of the foreign countries to which they are to be exported.

When such meat or meat food products are prepared for export under this regulation, they shall be prepared in compartments of the establishment separate and apart from those in which meat and meat food products are prepared according to paragraph (a) of this regulation, and such products shall be kept separate and shall be labeled with special trade labels, approved by the Secretary of Agriculture, and indicating that such products are for export only. Special export certificates will be issued for meat and meat food products of this character, and, if the products are not exported, under no circumstances shall they be allowed to enter domestic trade.

The law permits the use, under the above restrictions, of preservatives in meat and meat food products for export, but does not permit the use of any dye or coloring matter not permitted in meats prepared for interstate trade. Neither is there in the law any authority for allowing a trade label for use in export trade which is not permitted in interstate trade.

[Amendment 7 to B. A. I. Order 137.]

REGULATIONS GOVERNING ADMISSION OF CERTAIN CARCASSES AND TRANSPORTATION OF MEAT AND MEAT FOOD PRODUCTS.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., December 5, 1906.

For the purpose of preventing the use in interstate commerce of meat and meat food products which are unsound, unwholesome, unhealthful, or otherwise unfit for human food, under authority conferred upon

the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (34 Stat. L., 674), the following new regulations, and an amendment to the amendment to paragraph (j) of regulation 50, are hereby prescribed for the transportation in interstate and foreign commerce of the meat and meat food products of cattle, sheep, swine, and goats.

This regulation, which for the purpose of identification is designated as amendment 7 to B. A. I. Order 137, shall become and be effective at once.

JAMES WILSON,
Secretary of Agriculture.

REGULATION 62. Meat and meat food products from the carcasses of animals which have not had post-mortem inspection by inspectors of the Bureau of Animal Industry at the time of slaughter will not, except as hereinafter provided, be admitted into establishments where inspection is maintained. The exception to this rule applies only to carcasses with the head and all viscera, except the stomach, bladder, and intestines, held together by natural attachments. Such carcasses, if offered for admission into an establishment where inspection is maintained, shall be inspected, and if found to be free from disease and otherwise sound, wholesome, healthful, and fit for human food, they will be marked "U. S. inspected and passed" and admitted into establishments where inspection is maintained. If found to be diseased, unsound, unwholesome, unhealthful, or otherwise unfit for human food, they will be marked "U. S. inspected and condemned," and the proprietor of the establishment where inspection is maintained will be required to destroy them for food purposes. This is an absolute requirement of the meat-inspection law and can not be waived or departed from in any instance or particular.

REGULATION 63. Establishments where inspection is maintained which also process or prepare imported meat or meat food products will be required to conduct such processing or preparation in a building separate and apart from the building in which domestic meat and meat food products are prepared under Department supervision. The Attorney-General, in opinion dated September 27, 1906, ruled that the meat-inspection amendment did not cover the transportation of imported meat and meat food products. Therefore, imported meat and meat food products which have not been mixed with or added to domestic meat or meat food products may be exported to any foreign country without the certificate required by regulation 45, as amended by amendment 3 to B. A. I. Order 137. However, the collector of customs should require an affidavit that any such meat or meat food product offered for export is in fact imported and not mixed with or added to any domestic meat or meat food product.

REGULATION 64. Imported meat and meat food product which has not been mixed with or added to domestic meat or meat food product may be transported in interstate commerce. When any imported meat or meat food product which has not been mixed with or added to any domestic meat or meat food product is offered to any common carrier for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia as interstate or foreign shipment, the person, firm, or corporation offer-

ing such imported meat or meat food product shall make the following certificate, in duplicate, and deliver the same to the common carrier:

Date....., 190 .
 Name of carrier to which offered.....
 Shipper.....
 Consignee.....
 Point of shipment.....
 Destination.....
 Car number and initial.....
 (Need not be given in the case of express companies or ships.)

The following-described meats or meat food products are imported and have not been mixed with or added to any domestic meat or meat food product, and are sound, healthful, wholesome, and fit for human food:

Description and weight of shipment.

.....

.....
 (Signature of shipper.)

The duplicate certificate shall be forwarded immediately by the initial carrier to the Chief of the Bureau of Animal Industry, Washington, D. C. The waybills, transfer bills, running slips, or conductors' cards accompanying a car containing a shipment of imported meat or meat food product made under this regulation must have embodied in, stamped upon, or attached to the same a certificate in the following form by the issuing railroad company:

(Name of railroad company).....

Imported meat and meat food product not mixed with domestic meat or meat food product, as evidenced by shipper's certificate on file with initial carrier.

(Signed)....., Agent.

REGULATION 50. Paragraph (j) of regulation 50, as amended by amendment 4 to B. A. I. Order 137, is hereby further amended by inserting the words "and December" after the word "November" in the seventh line of the said paragraph and by inserting the words "and January, 1907," after the figures "1906" in the seventh line of said paragraph. The effect of this amendment is to add two months to the time during which sweet pickled, dry salted, smoked, and other similar meats, lard, lard compounds, lard substitutes, butterine, and oleomargarine, which were on hand on October 1, may be inspected and passed and moved in interstate commerce.

[Amendment 8 to B. A. I. Order 137.]

AMENDMENT TO REGULATIONS 50, 53, 55, 56, 61, AND 64, GOVERNING TRANSPORTATION OF MEATS

U. S. DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY,

Washington, D. C., January 21, 1907.

For the purpose of preventing the use in interstate or foreign commerce of meats and meat food products which are unsound, unwholesome, unhealthful, or otherwise unfit for human food, under authority

conferred upon the Secretary of Agriculture by the provisions of the act of Congress approved June 30, 1906 (34 Stat. L., 674), the following amendments to regulations 50, 53, 55, 56, 61, and 64 are hereby prescribed for the transportation in interstate and foreign commerce of the carcasses, parts of carcasses, meats, and meat food products of cattle, sheep, swine, and goats.

This amendment, which for the purpose of identification is designated as amendment 8 to B. A. I. Order 137, shall become and be effective on and after February 1, 1907.

JAMES WILSON,
Secretary of Agriculture.

REGULATION 50. Paragraph (j) of regulation 50, as amended by amendments 4 and 7 to B. A. I. Order 137, is hereby further amended by changing the wording of the proviso (commencing with the seventh line of said paragraph as it appears in amendment 4) to read as follows: "*Provided*, That during the months of October, November, and December, 1906, and January, February, and until March 15, 1907, shippers who are in possession," etc. The effect of this amendment is to allow until March 15, 1907, to dispose of the remaining sweet pickled, dry salted, smoked, and other similar meats, lard, lard compounds, etc., which were prepared or were in process of preparation prior to October 1, 1906.

REGULATIONS 53, 55, 56, 61, and 64. The requirement of each of the above regulations that car numbers and initials shall be shown on the various shipping certificates is hereby modified to include only carload shipments. On certificates for less than carload shipments the car numbers and initials need not be shown.

MEAT INSPECTION RULINGS—1A

DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., October 29, 1906.

The following rulings under the meat inspection law and the regulations made thereunder are announced by the Department of Agriculture:

TRANSPORTATION.

1. No shipment of meat or meat food product shall be accepted for transportation in interstate commerce by any carrier until the carrier has received from the shipper a certificate in one of the forms prescribed in the regulations.

2. When it is desired to divert a shipment of inspected and marked meat or meat food product from the original destination, such diversion may be made without reinspection if a new certificate showing the changed destination be given to the carrier by the owner or shipper, who may or may not be the original shipper. In case of wreck or other extraordinary emergency, the carrier may divert the shipment without waiting for a new certificate, but in all such cases of diversion or reloading full information regarding the same shall be sent

promptly to the Chief of the Bureau of Animal Industry, together with full information regarding the change of cars, etc.

3. The right of the farmer to ship in interstate or foreign commerce the carcasses of animals slaughtered on the farm is a right personal to the farmer, and applies to the shipment of carcasses of such animals in interstate or foreign commerce only when such carcasses are shipped by the farmer or his agent. The carcasses of animals slaughtered by the farmer on the farm which are shipped by the farmer to a commission man for sale may be reshipped by the commission man by signing a farmer's certificate as agent for the original shipper. It is incumbent upon the commission man to know that the carcasses covered by the certificate he issues are those of animals slaughtered by a farmer on the farm, and to have authority to sign for the farmer in making the reshipment. Wholesale dealers who are not acting as agents for farmers, but who own carcasses of animals slaughtered by a farmer on the farm, may not reship said carcasses in interstate or foreign commerce.

4. Reshipments of inspected meat and meat food products which are sound and wholesome at the time of reshipment may be made without reinspection, when the meat or meat food products, or the containers thereof, are marked "U. S. inspected and passed," and the meat or meat food products have not been processed, other than by smoking, since they were originally shipped under regulations 53 or 54. If these conditions do not obtain, reshipments without reinspection can not be made.

5. The transportation of meat or meat food product from one point in a State or Territory to another point in the same State or Territory, when in course of shipment the meat or meat food product is taken through another State or Territory, is interstate commerce, and brings the said transportation within the scope of the meat inspection law and regulations.

CASINGS.

1. Unfilled "casings" shall be regarded as containers and not as meat food products, but when such casings are to be exported to a foreign country which requires a certificate showing that the casings are products of animals which were free from contagious disease at time of slaughter the necessary stamps and a certificate will be issued by the inspector in charge.

LABELS.

1. Labels or stickers bearing the inspection legend, separate and apart from the trade label, may, under the supervision of a Department employee, be used on inspected and passed meats which are wrapped in paper or cloth or which are placed in pasteboard containers. But no such label or sticker bearing an inspection legend can be used in establishments where inspection is not maintained.

2. Products not classed as "meat food products" which are prepared at establishments where inspection is not maintained, and which contain small quantities of meats which have been inspected and passed under the meat-inspection law, and no other meats, may bear a label with a personal statement of the manufacturer that the meat contained therein has been inspected and passed at an establishment where inspection is maintained. In each such case, however, the

label before being used must be submitted to the Chief of the Bureau of Animal Industry for approval.

3. No label will be approved for use after January 1, next, which contains an incorrect or false statement of the weight of the package, or which does not show that the weight, if given, is net or gross.

DEFINITIONS.

1. When the words "meat" or "meat food products" are used in the regulations or rulings of the Secretary of Agriculture they mean meat or meat food products of cattle, sheep, swine, or goats, and do not include meat or meat food products of other animals.

2. Nonedible grease and nonedible tallow derived from cattle, sheep, swine, or goats are not considered meat food products. However, when nonedible grease and nonedible tallow are to be exported to a country for which the requirement of a certificate has not been waived, the collectors of customs, under instructions from the Secretary of Commerce and Labor, will require an affidavit from the exporter that the grease and tallow to be exported are nonedible and not intended for food purposes. Carriers in interstate commerce should require a written statement from shippers that the tallow or grease is nonedible, and that it is so marked.

JAMES WILSON, *Secretary*.

INSTRUCTIONS CONCERNING TRADE LABELS UNDER THE MEAT-INSPECTION LAW AND REGULATIONS (REVISED)

WASHINGTON, D. C., *December 10, 1906.*

To inspectors and others:

The following instructions are intended, so far as possible, to cover the interpretation of the meat-inspection law regarding trade labels, and include tentative rulings made by the Pure Food Commission under the pure-food law. These tentative rulings of the Pure Food Commission are made known at this time by the Bureau of Animal Industry in order that labels for meat food products may be prepared in conformity with both laws.

The essential features of a label must be placed together in any desired order without interspersing any descriptive, qualifying, or advertising matter. The essential features are as follows:

The true name of the product.

The true name of the manufacturer, if given.

The true name of the place of manufacture, if given.

The name of the manufacturer is not required under the meat-inspection or pure-food laws, but if given it must be the true name.

Persons, firms, or corporations owning subsidiary companies having legal entity may use the names of such companies, provided application has been made for inspection and it has been granted; the inspection legend in such case to bear the establishment number of the parent firm or corporation.

The name of the place of manufacture, other than the establishment number embodied in the inspection legend, is not required under the meat-inspection law. The name of the place of manufacture is

not required under the pure-food law, except in the case of compounds, mixtures, imitations, or blends.

The inspection legend "U. S. inspected and passed under the act of June 30, 1906," and the establishment number in plain characters of uniform size, which shall be in proportion to the general lettering of the label, must be separately and prominently embodied in all trade labels; except that until October 1, 1907, the supply of trade labels now on hand, which bear no false or deceptive names of the product in the container labeled, may be used; provided that the present reference to inspection thereon is obliterated, and a sticker approved by the inspector in charge and bearing the statement "U. S. inspected and passed under the act of June 30, 1906," and the establishment number is firmly affixed to the package in connection with the label used.

In the case of meats contained in cartons or in wrappers of paper, cloth, or other similar substance, the inspection legend and establishment number may be embodied in a sticker or seal of proportionate size, prominently displayed with the trade label, but not necessarily a part of the trade label, such stickers or seals to be approved by the Department of Agriculture. When a package is fastened by a seal or other device embodying the establishment number and the inspection legend, such seal shall also be approved by the Department.

The wording of all trade labels and the inspection legend embodied therein, and the wording on stickers or seals, must be in English; except that, if so desired, the name of the product may be inserted also in a foreign language as an explanation or translation of the English name; for example, "Loin roll" or "Lachschinken."

Export labels and brands.—While labels to be affixed to goods for foreign shipment may be printed in a foreign language, the same rules shall apply with reference to false labeling and naming of ingredients as shall apply to goods prepared for domestic use. The meat-inspection law does not require boxes or barrels, except such as contain lard, to be stenciled or labeled, as these containers will be marked with an inspection stamp; but if they are labeled or stenciled it must be in accordance with the rules pertaining to labeling and stenciling domestic meat food products. The inspection legend and establishment number must in all cases appear in English; but if desired they may, literally translated, appear in the language of the country to which the package is destined.

False or deceptive names.—No picture, design, or device which gives any false indication of origin or quality shall be used upon any label. Any statement, design, or device regarding the virtues or properties of the materials contained in the package that is false in any particular is prohibited by law; for example, the picture of a pig appearing on a label which is placed upon beef product; the picture of a chicken appearing upon a label placed upon product composed of veal or pork; the picture of a leaf or leaves appearing in connection with the word "Lard" is considered deceptive, except that when used on packages containing leaf lard it may appear separately from the word "Lard" as a brand; e. g., "Maple leaf brand." Such words as "Special," "Superior," "Fancy," "Selected," etc., placed upon products which are more inferior than implied by the term used are false and deceptive.

Geographical names.—Geographical names may be used only with the words "Cut," "Type," "Brand," or "Style," as the case may be, except upon foods produced or manufactured in the place, State, Territory, or country named; for example, "Virginia ham" not produced in Virginia must be marked "Virginia style ham;" "English brawn" must be "English style brawn;" "English sausage" should be "English style sausage;" "Bologna sausage" should be "Bologna style sausage;" "Frankfurter sausage" should be "Frankfurter style sausage;" "Cumberland middles" should be "Cumberland cut middles;" "Winchester sausage" or "Winchester ham" should be "Winchester brand sausage" or "Winchester brand ham," etc.

Names of breeds of live stock and names of persons.—Names indicative or imitative of distinctive types or breeds of live stock can not be used unless the product is actually made of the meat from animals of those breeds; for example, "Berkshire pork" can not be used unless the product is from the Berkshire breed of hogs.

Names of persons when used as brands or applied to cuts will not be considered deceptive.

Products prepared for another establishment.—When an article is prepared by an establishment for another firm or individual, if the name of the said firm or individual is to appear upon the label, the statement must be made that the article was "prepared for" or "manufactured for" the firm or individual. Names of subsidiary companies which have legal entity may be used without the prefix "prepared for" or "manufactured for;" and such subsidiary companies must make application for inspection under the establishment number of the parent organization. The name of a firm or individual may appear as the distributor of the product.

Ham.—The word "Ham" without a prefix indicating the species of animal is considered to be a pork ham. Trimmings removed from the ham and used in the preparation of potted or prepared meats or sausage, or when used alone, may be known as "Potted ham" or "Ham sausage." The word "Ham" can not be used on any prepared ham product without some word clearly and truthfully indicating the method of preparation; thus, "Potted ham," "Deviled ham," "Minced ham," "Ham sausage."

Tongue.—No species of animal need be indicated; but if the species is specified, the statement must be true. In connection with the preparation of tongue products, the rulings will be the same as those in connection with the preparation of ham products; for example, "Potted tongue" must be made of tongue or tongue trimmings.

EXAMPLES.

HAM, TONGUE, SHOULDER, ETC.

Potted, deviled, minced, or otherwise prepared ham.—Name considered false or deceptive unless product is actually made of ham or ham trimmings. If any other pork is used the mixture can be called "Pork meats" or "Potted meats."

Potted, deviled, minced, or otherwise prepared tongue.—Must be made only of tongue or tongue trimmings.

Picnic hams.—Can not be called "Hams;" may be called "Picnics" or "Picnic shoulders."

California or Cala hams.—Can not be called "Hams;" may be called "Calas."

Boneless hams, as applied to shoulder butts.—May be called "Boneless picnics" or "Boneless butts."

Cottage hams.—May be called "Cottage style ham sausage," if made from ham or ham trimmings.

Dewey ham.—Is a loin. May be called "Dewey loin;" can not be called "Ham."

Westphalia ham.—May be called "Westphalia style ham."

York ham.—May be called "York cut ham" or "York style ham."

New York shoulder.—May be called "New York style shoulder."

English cured ham.—May be called "English style cured ham."

SAUSAGE.

Pork sausage.—Can not be so called unless made from pork meat only.

Little pig sausage.—May be called "Little pork sausage" or "Pigmy sausage."

Farm sausage.—Call "Farm style sausage."

Bologna sausage.—Call "Bologna style sausage."

Oxford sausage.—Call "Oxford style sausage."

Vienna sausage.—Call "Vienna style sausage."

Frankfurt sausage or Frankfurter sausage.—Call "Frankfurt style sausage" or "Frankfurter style sausage."

Liver sausage or blood sausage.—Names of other ingredients must be shown.

LARD, ETC.

Pure lard.—Must be made of sweet, clean, clear hog fat. The addition of not to exceed 5 per cent of clean, sweet lard stearin is allowed.

Leaf lard.—Must be made wholly from leaf fat of hogs, without the addition of fat from any other portion of the carcass.

Kettle rendered lard.—Must be actually rendered in an open or closed kettle, without the addition of pressure or contact of live steam with the product.

Open kettle rendered lard.—Must be actually rendered in an open kettle, as above.

Country lard.—Must be made in the country in an open kettle; can be called "Country style lard," if rendered in an open kettle.

Homemade lard.—Call "Homemade style lard."

Lard compound.—The pure lard must be equal to or greater than any other one ingredient.

OTHER PRODUCTS.

Roast beef or roast mutton.—May be used provided a description of the method of preparation appears in letters of prominent size in connection with the words "Roast beef" or "Roast mutton."

Rump steak.—Can not be so called unless made from rump steak only.

Minced steak.—Clearly a misnomer, unless made from steaks.

Brawn.—Can not be so called unless made from pork only.

Veal loaf.—Can not be so called unless the meat used is veal only.

Extract of beef.—Must be actually made from beef.

Mixtures and compounds.—Mixtures, when the name plainly indicates a mixture, such as "Sausage," "Hash," "Mince," etc., need not be marked "Compound." Other mixtures not so indicated by their names must be marked "Compound." In the case of compounds containing lard, stearin, or other fats, or cotton-seed oil, and in compounds containing stearin and cotton-seed oil the names of the ingredients must appear upon the label. If the compound has a distinctive name, such as "White Cloud," "Cottolene," "Cottosuet," etc., the word "Compound" need not appear, but the ingredients must be stated upon the label. When the word "Compound" is used it can not be qualified by any adjective either before or after, nor can the name of any product be attached to the word "Compound," unless that product is the principal ingredient of the compound.

Unless mince-meat, or pork and beans, or soups contain a considerable proportion of meat they will not be considered meat food products.

Sausages and chopped meats.—The word "Sausage" without a prefix indicating the species of animal is considered to be a mixture of minced or chopped meats, with or without spices. If any species of animal is indicated, as "Pork sausage," the sausage must be wholly made from the meat of that species. If any flour or other cereal is used, the label must so state. If any other meat product is added the label must so state; for example, "Pork and beef sausage;" "Pork, beef, and flour" (or other cereal); or "Pork and beef sausage, cereal added."

Meat loaves, without a prefix indicating any particular kind of meat, are held to be mixtures of meats, flour (or other cereal), milk, eggs, butter, or other ordinary loaf ingredients. If any particular kind of meat is indicated, that kind must be the only meat used; for example, "Veal loaf" must be made from veal and loaf ingredients only. If any other meat is used the label must so state; for example, "Veal and pork loaf;" "Veal, beef, and pork loaf."

The word "Paté" is synonymous with "Loaf."

Flour or other cereals may be used in the preparation of loaves, gravies, or soups without being stated on the label.

Canned products.—If flour or other cereal is used in any canned product which is not labeled "Loaf," "Paté," or "Soup," or which is not prepared with gravy, the label must clearly show the presence of the flour or other cereal.

LARD, LARD COMPOUNDS, AND LARD SUBSTITUTES.

All tins, pails, tierces, or other true containers of lard, lard compounds, or lard substitutes must be so marked as to clearly indicate the ingredients from which made.

Leaf lard.—Leaf lard must be made from the leaf fat only, and no other part of the hog fat can be added thereto.

Kettle-rendered lard.—Kettle-rendered or kettle lard may be rendered in either open or closed kettles, not under pressure, and no live steam must come in contact with the product. When labeled "Open-kettle rendered," it must be rendered in an open kettle.

Lard and lard stearin.—Pure lard, made from sweet, clear, and clean hog fat to which not to exceed 5 per cent of pure, sweet lard stearin has been added, may be labeled "Pure lard." If lard contains more than 5 per cent of added lard stearin, or any per cent of other stearin, the addition must be so stated on the label, with the name of the kind of stearin used; for example, "Pure lard with lard stearin added," or "Pure lard with oleo stearin added," or "Lard with oleo stearin added," or "Lard with tallow added." When the word "Pure" is used in connection with the word "Lard," the lard must be made only from sweet, clean, clear hog fat. In all such cases the lard must equal or exceed in quantity the added animal fat. The words "Pure lard with ----- added" can not be used when any ingredient other than pure, clean animal fat is added. The percentage of added stearin or other animal fat may be given if desired.

Lard compounds.—A substance composed of lard, stearin, or other animal fat and a vegetable oil may be labeled "Lard compound," but in such case the names of all the ingredients must be shown upon the label; and in all cases the proportion of lard must be equal to or greater than any other one of the ingredients.

Compounds, or lard substitutes.—In compounds, or lard substitutes, if the compound has a distinctive name, the distinctive name may be used without the word "Compound," and in all cases the ingredients must be stated on the label. In all cases only sweet and clean edible stearin and sweet and clean edible fats shall be used.

The prepuces, bladders, etc., shall not be used in edible food products.

Manufacturers are warned that the above rulings do not exempt them from the enforcement of State laws.

A. D. MELVIN,
Chief of Bureau.

Approved:

JAMES WILSON,
Secretary of Agriculture.

REGULATIONS GOVERNING INSPECTION AND CARE OF ANIMALS EXPORTED

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., November 30, 1906.

Under authority of the act of Congress approved August 30, 1890, entitled "An act providing for the inspection of meats for exportation, prohibiting the importation of adulterated articles of food or drink, and authorizing the President to make proclamation in certain cases, and for other purposes," of the act of Congress approved March 3, 1891, entitled "An act to provide for the safe transport and humane treatment of export cattle from the United States to foreign countries, and for other purposes," and of the acts of Congress approved March 22, 1898, and June 30, 1906, making appropriations for the Department of Agriculture, the following regulations are hereby prescribed for the inspection, humane treatment, and care of live stock and for fitting vessels engaged in the transportation of animals from the United States to foreign countries.

These regulations, which for the purpose of identification are designated as B. A. I. Order 139, supersede all previous regulations on the same subject, and shall become and be effective on and after December 1, 1906.

JAMES WILSON, *Secretary.*

[B. A. I. Order 139.]

GENERAL PROVISIONS

REGULATION 1. No cattle, sheep, swine, or goats shall be exported from the United States to any foreign country unless and until the same have been inspected and found free from disease or exposure thereto by an inspector of the Bureau of Animal Industry of this Department; and unless the Secretary of Agriculture shall have waived the requirement of a certificate of inspection for the particular country to which such animals are to be exported, no clearance shall be issued to any vessel carrying such animals, unless and until a certificate of inspection showing freedom from disease or exposure thereto shall have been issued by the Department of Agriculture. The requirement of a certificate for shipment of such animals to Cuba, the West Indies, Mexico, Central America, and the countries of South America, excepting Argentina and Uruguay, is hereby waived.

PLACES OF INSPECTION.

The inspection provided for in this regulation will be made at any of the following-named stock yards: Chicago, Ill.; Kansas City, Mo.; Omaha, Nebr.; South St. Joseph, Mo.; National Stock Yards, Ill.; Indianapolis, Ind.; Buffalo, N. Y., and Pittsburg, Pa., and at the following ports of export: Portland, Me.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Baltimore, Md.; Norfolk and Newport News, Va.; Port Royal, S. C.; New Orleans, La., and Galveston, Tex. All animals will be inspected at ports of export, regardless of the fact that they may or may not have been inspected at the above-named stock yards.

HORSES.

REGULATION 2. Horses shall be entitled to the inspection provided for in these regulations, and certificates shall be issued whenever required by the country to which the horses are to be exported, but horses may be shipped without inspection and certification, at shippers' risk, to countries which do not demand such inspection and certification as a prerequisite to admission.

DEFINITION OF TERMS.

REGULATION 3. Whenever in these regulations the following words, names, or terms are used they shall be construed as follows:

Inspector of port, inspector, assistant, employee.—These terms shall mean, respectively, the inspector in charge of the Bureau of Animal Industry station at the port from which the animals are to be exported, and inspectors, assistants, and employees of the Bureau of Animal Industry.

Lumber.—This word, unless otherwise stated, shall mean hard pine, spruce, oak, or other hard wood.

Animals.—This word refers to cattle, sheep, swine, and goats, also horses, unless it is inapplicable to them under regulation 2.

Horses.—This word shall include mules and asses.

INSPECTION AND SHIPMENT

REGULATION 4. Only animals found to be healthy and free from disease and shown not to have been exposed to the contagion of any disease shall be allowed shipment, and all animals inspected and passed shall be loaded into clean and disinfected cars.

All animals shall be inspected or reinspected at the port of export. Railroad companies will be required to furnish clean and disinfected cars for the transportation of animals for export, and the proprietors of the various stock yards and stables located at the ports of export shall keep separate, clean, and disinfected stock yards and pens or stables for the use of export animals.

IDENTIFICATION OF ANIMALS AND NOTIFICATION OF SHIPMENT.

REGULATION 5. Shippers shall notify the inspector in charge of the yards of intended shipments of animals and the number and designation of cars in which they are to be shipped, and shall inform said

inspector of the locality from which said animals have been brought, and the name of the feeder of said animals, and shall furnish such other information as may be practicable for the proper identification of the place from which said animals have come.

REGULATION 6. The inspector after passing said animals shall notify the inspector in charge of the port of export, and inspectors located at intermediate cities where the animals may be unloaded for feeding and watering, of the inspection and shipment of such animals, the number and kind of animals shipped, and the numbers and designations of the cars containing them.

TRANSPORTATION FROM YARDS TO STEAMERS.

REGULATION 7. Export animals shall not be unnecessarily passed over any highway or removed to cars or boats which are used for conveying other animals. Boats transporting said animals to the ocean steamer must first be cleansed and disinfected with lime wash under the supervision of the inspector of the port, and the ocean steamer shall, before receiving said animals, be thoroughly cleansed or disinfected in accordance with the directions of said inspector. When passage upon or across the public highway is unavoidable in the transportation of animals from the cars to the boat it shall be under such careful supervision and restrictions as the inspector may direct.

ANIMALS NOT ALLOWED SHIPMENT.

REGULATION 8. Any animals that are offered for shipment to a foreign country which have not been inspected and transported in accordance with these regulations, or which, having been inspected, are adjudged to be infected or to have been exposed to infection so as to be dangerous to other animals or to be otherwise unfit for shipment, shall not be allowed upon any vessel for exportation.

SUPERVISION TO STEAMERS—CLEARANCE PAPERS.

REGULATION 9. The supervision of the movement of animals from cars, yards, and stables to the ocean steamer at the port of export will be in charge of the inspector of the port.

The inspector at the port of export shall notify the collector of the port, or his deputy, of the various shipments of animals that are entitled to clearance papers.

NOTIFICATION TO INSPECTORS OF INTENDED SHIPMENTS ON STEAMERS.

REGULATION 10. The exporters of animals or the owner, agent, or master of any vessel desiring to transport animals from any port of the United States to a foreign country shall notify the inspector in charge of the port from which said vessel is to clear of such intended shipment at least two days in advance thereof, and if the regulations prescribed have been complied with a clearance shall be authorized by such inspector.

SPACE ON VESSELS

REGULATION 11. Export animals must not be carried on any part of the vessel where they will interfere with the proper management of the vessel, or with the efficient working of the necessary lifeboats, or with the requisite ventilation of the vessel, and may be carried only as hereinafter specified.

CATTLE.

REGULATION 12. Cattle must have 6 feet vertical space on all decks, free of all obstructions; cattle may, however, be placed on raised floors over pipes and other similar obstructions where the vertical space is 5 feet 6 inches. Cattle carried on the upper or other exposed decks must be allowed a space of 2 feet 6 inches in width by 8 feet in depth per head. Cattle loaded under decks must be allowed a space of 2 feet 8 inches in width by 8 feet in depth, except in the case of regular cattle ships with satisfactory ventilation, which may fit with an allowance of 2 feet 6 inches in width.

No more than four head of cattle will be allowed in each pen, except at the ends of a row, where five may be allowed together. Cattle in single stalls shall be allowed 3 feet in width. Cattle standing between stanchions, sounding tubes, ventilators, and other obstructions, though in continuous pens, must be allowed 3 feet in width. Vessels will be allowed to carry three deck loads of cattle, but where it is desired to carry cattle on the lower or steerage deck, said deck must in all cases be fitted at 2 feet 8 inches and no animals allowed upon hatches. Special permission for carrying cattle on the steerage deck must be obtained from the inspector, and will be granted in cases where said deck is provided with sufficient ventilation as hereinafter prescribed.

SHEEP AND GOATS.

REGULATION 13. The space for each sheep or goat shall be 4 feet long by 14 inches wide, and for lambs or goats under 100 pounds in weight 4 feet by 12 to 13 inches.

Sheep pens shall not exceed 20 feet by 8 feet, where two tiers are carried, and each tier shall have a clear vertical space of not less than 3 feet. During the summer season sheep shall not be loaded in tiers under decks, but during the winter season two tiers may be placed in each wing and only one tier amidships. One single deck of sheep may be carried upon the shelter decks for cattle when said decks are permanently built and are composed of tongued-and-grooved boards, provided such sheep fittings do not conflict with regulation 12. Sheep pens on shelter deck shall not exceed 12 feet in width and must be supplied with athwartship partitions every 14 feet. Such fittings shall be secured to the shelter deck in the manner provided by regulation 41.

SWINE.

REGULATION 14. The space for swine not exceeding 150 pounds in weight shall be the same as that specified for full-grown sheep and goats, and for those under 100 pounds in weight the same as for lambs and for goats of less than 100 pounds in weight. Additional space shall be required by the inspector for unusually large hogs.

HORSES.

REGULATION 15. All horses must have 6 feet 3 inches clear vertical space from beams of deck overhead to deck underfoot, and, so far as possible, shall be placed between the overhead athwartship beams. Each horse must be allowed a space of 2 feet 6 inches in width by 8 feet in depth, and additional space shall be required by the inspector for very large horses.

Separate stalls must be erected for all horses. When horses are placed directly under athwartship beams, the beams must be guarded by 4-inch strips of wood. A space of 8 by 10 feet square must be reserved on each steamer carrying 22 or more horses for use in caring for horses becoming sick in transit. When placed in the same compartment with cattle, horses must be separated by fore-and-aft alleyways and temporary athwartship bulkheads, the length of which shall not be less than the depth of the stalls.

UPPER-DECK FITTINGS

REGULATION 16. No animals shall be allowed on the poop deck or within 20 feet of the breakwater on the spar deck, between the 1st of October and the 1st of April, except on ships provided with houses constructed of iron in each wing and of sufficient width and height to protect the fittings, when the fittings may be constructed to abut such houses. Horses shall not be allowed upon the bridge deck, except when this deck is watertight and completely covered in and fitted for horses. Horses shall not be allowed upon the spar deck when temporary fittings are used. No cattle or horses shall be carried upon the upper decks where the outside rails are not of sufficient strength to hold fittings securely and measure less than 3 feet in height from the deck. When animals are carried upon the upper decks, strong breakwaters shall be erected at each end and on both sides. Permanent fitting may be constructed either of iron or wood as hereinafter specified.

ALLEYWAYS.

REGULATION 17. All steamers engaged in carrying animals for export will be required to provide alleyways as provided by this regulation. Alleyways in front of and between pens used for feeding and watering cattle must have a width of 3 feet, except at end of alleyways in bow and stern of ship, and where obstructions less than 3 feet in length occur the width may be reduced to a minimum of 18 inches. Alleyways in front of and between pens used for feeding and watering horses must have a minimum width of 3 feet. Two or more athwartship alleyways at least 18 inches wide must be left on each side of upper decks, so that the scuppers can be readily reached and kept clear of obstructions. For sheep and goats athwartship alleyways not less than 18 inches wide in the clear shall be left between pens and fore-and-aft alleyways 3 feet wide in front of each pen, except that at obstructions and at ends of alleyways, as provided for cattle, there may be a minimum width of 18 inches. Sufficient space must be left at the sides of hatches to permit the feed in the hold to be readily removed and handled.

WOODEN STANCHIONS AND RUMP BOARDS.

REGULATION 18. Stanchions at least 4 inches higher than the required vertical space for cattle and horses must be of 4 by 6 inch clear hard pine or good sound spruce, set 6 feet from centers against the ship's rail, and inside stanchions in their proper place must be directly in line with outboard stanchions and set up so that the 6-inch way of the stanchions shall set fore and aft. A proper tenon, not less than 4 inches in length, shall be cut on the head of the same to receive the athwartship beam. A piece 2 by 3 inches, or 2-inch plank, shall be fastened to the outside of the stanchion and run up to underneath the rail to chock down the stanchion and prevent lifting when the beam is sprung to the crown of the deck. Open-rail ships shall be blocked out on backs of stanchions fair with the outside of rails to receive the outside planking. Where upper-deck fittings are not permanent, the heels of outside stanchions shall be secured by a bracing of 2 by 3 inch lumber from the back of each stanchion to sheer streak of waterway, the heels of inside stanchions being properly braced from and to each other. Bulwark stanchions must also be extra braced by raking shores running diagonally from the top of the stanchions to the deck.

Rump boards must be provided on all decks, and when covering bitts, rigging, or other obstructions located at a distance from ship's side, must have fittings built 8 feet from said obstruction, with a solid partition built behind the cattle, not less than 5 feet high from deck, to prevent injury to the animals; and when necessary to extend fittings opposite bitts, etc., two or more cattle must be brought forward. Rump boards in such cases shall be $1\frac{1}{2}$ inches thick. For horses, wooden stanchions as above described must be placed at proper distances from each horse.

IRON STANCHIONS.

REGULATION 19. Iron stanchions may be used in place of wooden stanchions and shall not be less than 2 inches in diameter, set in iron sockets above and below, and fastened with $\frac{5}{8}$ -inch bolts. For horses the same number of iron stanchions are required as when wooden stanchions are used.

HOOK BOLTS OR CLAMPS.

REGULATION 20. Hook bolts or clamps must be made of $\frac{5}{8}$ -inch wrought iron, with hook on outboard end and thread and nut on inboard end to pass over and under rail and through outboard stanchion and set up on the inside of same with a nut. These bolts may be double or single. If double, no thread or nut is necessary, but the stanchion will lie shipped through it, thus double-hooking the rails. This will be found very useful where funnels or other deck fittings come in the way of beams passing from side to side of ship.

BEAMS.

REGULATION 21. Beams must be of good sound spruce or hard pine lumber, 4 by 6 inches, to run clear across the ship's beam where practicable. Should any house or deck fittings be in the way, the beams should butt up closely to the same. These beams shall have a 2 by 4 inch mortise to receive the tenon of each and every stanchion and to take the same crown as deck of ship by springing down to shoulder

of outside stanchion and to be properly pinned or nailed to tenon and wedged tightly afterwards. The mortises shall be cut not less than 6 inches from outside ends of beams.

BRACES.

REGULATION 22. Diagonal braces shall be fastened on each stanchion on both sides of same, running up to topside of beam and properly secured by well nailing to both stanchions and beam.

HEADBOARDS.

REGULATION 23. Headboards shall be not less than 2 by 10 or $2\frac{1}{2}$ by 9 inches, of good clear spruce or hard pine lumber, and secured at every stanchion by $\frac{5}{8}$ -inch screw bolts passing through same and set up with nuts. When 3 by 9 or 3 by 10 inch headboards are used, stanchions may be set at distances not exceeding 8 feet. Where headboards butt on the stanchions, a piece of iron one-quarter of an inch thick and 3 inches square shall be placed over the boards like a butt strap. These headboards shall have $1\frac{1}{4}$ -inch holes bored through them at proper distances for tying the animals: *Provided, however,* That on all open decks stanchions must not be placed more than 6 feet from center to center.

HEAD PIPES.

REGULATION 24. In place of wooden headboards, two wrought-iron pipes not less than 2 inches in diameter may be used, placed 8 inches apart. Such head pipes must be made continuous by having a wrought-iron threaded collar securely fastened on the end of each length of pipe into which the next length may be inserted or secured. Both head pipes must be held in place by means of having wrought-iron straps bolted to each stanchion by four $\frac{5}{8}$ -inch bolts. The lower head pipe shall be fitted with movable clamps, holding a ring of suitable size to which cattle may be tied; said clamps shall be set at the proper distance apart, in accordance with these regulations, and fastened to the pipe with screws.

FOOTBOARDS.

REGULATION 25. Footboards shall be of wood and of the same dimensions as headboards, and shall be properly nailed or bolted to stanchions.

DIVISION BOARDS.

REGULATION 26. Division boards for cattle shall be 2 by 8 inch, sound spruce or hard pine, and so arranged as to divide the animals into lots of four, except at the ends of rows, thus making compartments for this number all over the vessel. These division boards shall be fitted perpendicularly.

DIVISION PIPES.

REGULATION 27. In place of wooden division boards, three wrought iron pipes not less than 2 inches in diameter may be used, placed 6 inches apart athwartship, set in iron sockets above and below, and fastened with $\frac{5}{8}$ -inch bolts.

DIVISION BOARDS FOR HORSES.

REGULATION 28. Division boards for horses shall not be less than 2 by 9 inches by 8 feet, and shall be of sound lumber, planed, and placed horizontally between the horses.

FLOORING.

REGULATION 29. Ships with iron decks shall be sheathed with 1-inch or 2-inch spruce or hard pine, but if 1-inch lumber is used the foot locks shall be 3 by 4 inches and laid so that they will properly secure the 1-inch boards, thus preventing them from slipping and at the same time acting as foot locks by showing a surface of 2 by 4 inches. It is optional with the owners whether they permit sheathing to be used on their ships with wooden decks or whether they allow foot locks to be secured to the deck, but it is absolutely necessary to sheath iron decks before putting down foot locks in order to fasten same. Cement, diagonally scored, $\frac{3}{8}$ -inch deep, may be used on iron decks instead of wood sheathing, if the foot locks be molded in the same and bolted to the deck. If the flooring is raised on any of the decks, it shall not be less than 2 inches thick, with scantlings 2 by 3 inches laid athwartship on the deck, not over 18 inches apart, with 2-inch plank for flooring nailed to them.

FOOT LOCKS.

REGULATION 30. Foot locks shall be of good sound spruce, hard pine, oak, or other hard wood, size 2 by 4 inches, laid flat side down and fore and aft, placed 12 inches, 14 inches, 2 feet 2 inches, and 14 inches apart, the first one distant 12 inches from the inside of foot-board. Where temporary fore-and-aft locks are used, they shall be filled in athwartships opposite each stanchion, properly secured to sheathing or deck, and secured by a batten of spruce or hard pine 2 by 3 inches thick to go over all from stanchion to stanchion. Pieces of 2 by 3 inches must be nailed on stanchion over batten to prevent floor raising. Where permanent foot locks, securely bolted to decks, are used, the athwartship braces between foot locks from stanchion to stanchion and batten may be omitted when the stanchion is securely fitted in iron socket bolted to the deck. When troughs are used, fore-and-aft foot locks will be placed 17, 16, 22, and 16 inches apart. A space of 2 inches may be left between the ends of athwartship foot locks and fore-and-aft foot locks when the former are securely bolted to the deck. When fore-and-aft foot locks are permanent, a 2-inch space shall be left between ends at end of each section. Vessels now fitted with 3 by 4 inch foot locks will not be required to use 2 by 4 inch foot locks except when the former are replaced

OUTSIDE PLANKING.

REGULATION 31. All outside planking on open and closed rail ships must be properly laid fore and aft of ship and nailed to the backs of stanchions as close as possible for the cold season, and for the warmer months the top course planking shall be left off fore and aft of ship in order to allow a free circulation of air. Nothing less than $1\frac{1}{2}$ -inch spruce or hard pine is to be used for this purpose.

SHELTER-DECK PLANKING.

REGULATION 32. The planks to form the shelter deck, which must be erected on all exposed decks, shall be laid with $1\frac{1}{2}$ -inch sound spruce or hard pine lumber, sufficient to cover cattle. These planks shall be laid as closely as possible and shall be well nailed to the beams, thus making a good deck from which to work the ship's gear.

CATTLE FITTINGS OVER SPAR DECK.

REGULATION 33. No cattle fittings shall be erected over permanent spar-deck fittings forward and aft of the midship section until permission has been obtained from the Chief of the Bureau of Animal Industry.

UNDER-DECK FITTINGS

ALLEYWAYS.

REGULATION 34. Alleyways on under decks shall be of the same dimensions as the alleyways of the upper decks.

STANCHIONS.

REGULATION 35. Stanchions on under decks shall be of clear hard pine or good sound spruce, 4 by 6 inches, set 6 feet from centers, so that the 6-inch way of same shall stand fore and aft and jammed in tight between the two decks, securely braced with 2 by 3 raking shores from stanchion to stanchion and sides of ship. If upper and lower decks are wood, then the stanchions set up between decks may be secured by well cleating to each deck at heads and heels of same.

HEADBOARDS, ETC.

REGULATION 36. Headboards, footboards, division boards, flooring and foot locks of the under decks shall be of the same dimensions and materials as those of upper decks and shall be fastened and arranged in the same manner.

TROUGHS

REGULATION 37. Suitable troughs may be built on the footboards about 12 inches wide, when required for cattle, on either deck, by fastening footboards on outside of stanchions and fitting up on the inside. When it is desired to feed small grain or ground feed the trough shall be raised above the decks to prevent the feed from becoming wet. Removable troughs must be used for feeding horses. Suitable troughs for grain and water must be provided on three sides of each sheep, goat, or hog pen.

PENS AT ENDS OF HATCHES

REGULATION 38. When pens run up to the ends of hatches two athwartship planks must be so placed as to prevent cattle from getting out of such pens.

PROTECTION FROM HEAT OF BOILERS

REGULATION 39. No animals shall be loaded along the alleyways by engine and boiler rooms, unless the sides of said engine and boiler rooms are covered by a tight sheathing, making a 3-inch air space.

CASING FOR STEERING GEAR

REGULATION 40. Suitable casing must be placed over the ship's steering gear when found necessary.

SHEEP AND GOAT PENS

SHELTER DECK.

REGULATION 41. Only a single tier of sheep and goats may be carried on the shelter deck. Stanchions shall be not less than 4 by 4 inch spruce or hard pine set 5 feet on centers, with 1½-inch shoulder to be gained on stanchions to receive rafters. Rafters shall be 3 by 6 inch spruce or hard pine set on edge and bolted to stanchions with ½-inch bolts. Planking shall be not less than 1¼-inch tongued-and-grooved spruce or hard pine. Troughs must be constructed of three pieces of 1 by 6 inch lumber nailed together securely. Hayracks shall be made of 1 by 2 inch lumber and built in pens fore and aft and on thwartship partitions. Battens shall be nailed on the deck, of the same dimensions as under deck, to act as foot locks. Battens on front and ends of pens shall be of 1 by 6 inch spruce or hard pine lumber and sufficient in number to properly secure the sheep or goats in the pens.

UPPER DECK.

REGULATION 42. Sheep and goat pens on upper deck shall be built with the same size and quality of lumber as cattle fittings upon upper deck. Flooring between tiers shall be of the same dimensions as under-deck fittings. Troughs and hayracks shall be the same as provided in regulation 41.

UNDER DECK.

REGULATION 43. When the pens for sheep and goats on under deck are built for two tiers, joists not less than 3 by 4 inch spruce or hard pine must be used, supported in centers by 2 by 3 inch pieces run from deck to underside of joists securely nailed to same. The flooring shall be not less than ¾-inch tongued-and-grooved spruce or hard pine, and 1 by 2 inch battens shall be laid fore and aft on flooring, 18 inches apart, to act as foot locks. Stanchions may be made of 4 by 4 inch spruce or hard pine lumber. Troughs and hayracks shall be of the same dimensions as provided in regulation 41.

VENTILATION

REGULATION 44. Each under-deck compartment not exceeding 50 feet in length must have at least four bell-mouthed ventilators of not less than 18 inches in diameter and with tops exceeding 7 feet in height above shelter deck, two situated at each end of the compartment. Compartments over 30 feet long must have additional ventilators of the same dimensions or efficient fans,

SPAR DECK.

REGULATION 45. When the fittings on the spar deck are permanent and hatches overhead are provided, the same regulations for ventilation shall apply as provided for under decks.

THIRD DECK.

REGULATION 46. When it is desired to carry animals upon the third deck, written permission must be obtained from the inspector of the port. The vessel must be fitted as hereinbefore specified, lighted with electric lights, and properly ventilated. One set of ventilators should be trimmed to the wind and another set in the opposite direction. The ventilators must be tested and kept in easy working order.

HATCHES

REGULATION 47. No cattle, swine, sheep, or goats shall be loaded upon hatches on decks above animals nor upon third-deck hatches when animals are carried upon such deck, nor shall any merchandise, freight, or feed for animals be loaded upon said hatches, but said hatches shall at all times be kept clear. In loading animals upon upper decks, four of the hatches shall be kept free of animals, one forward and one aft, and the intervening hatches must be so fitted as to afford an equalization of ventilation. Horses shall not be allowed upon any hatches under any circumstances.

No cattle shall be loaded upon any hatch where the coamings exceed 18 inches in height in center of hatch. There shall be not less than 5 feet 6 inches vertical space between the beams overhead and the flooring placed on hatches underfoot.

LIGHTING

REGULATION 48. All vessels designated as cattle ships must provide at all times electric lights for the proper attending of all animals.

FEED AND WATER

REGULATION 49. All vessels not provided with pipes for watering animals shall carry casks or hogsheads of not less than 400 gallons total capacity for each 100 head of cattle and horses, and an additional amount in equal proportion shall also be carried for sheep, and these shall be filled with fresh water before sailing and refilled as emptied. All water tanks for use of animals must be filled with good fresh water before sailing.

Each vessel shall carry water condensers which are in good working order and of sufficient capacity to provide 8 gallons of fresh cold water each twenty-four hours for each head of cattle, in addition to the amount required by other animals on board and for other purposes.

REGULATION 50. Not more than two days' feed for the animals shall be allowed to be carried on the shelter deck, and no feed shall be carried on the shelter deck when same interferes with the proper care of sheep; neither shall any feed be stored on top or inside of sheep pens. When feed as above provided is placed on the shelter deck it must be

properly covered and shall be the first feed used. All other feed shall be under hatches, and, so far as possible, shall be placed in the holds contiguous to the animals on board.

ATTENDANTS

EMPLOYMENT AND CHARACTER

REGULATION 51. The employment of all attendants shall be subject to the approval of the inspector of the port, and men so employed shall be reliable and signed as a part of the ship's crew, and under the control of the captain of the vessel. They shall be furnished with well-lighted and well-ventilated quarters and with bedding and table utensils. Experienced foremen shall be in charge of the animals, and not less than one-half of the attendants must be experienced men who have made previous trips with stock.

The shippers of export animals, or their agents, shall make affidavit concerning the character of the attendants. The attendants shall be assembled a sufficient time before the sailing of the steamer for an employee of this Department to examine them. The examination shall be made before the signing of the ship's articles by the attendants, and any man who fails to conform to the following conditions shall be rejected: (1) The men employed must be able to speak English sufficiently to make themselves understood, or to understand orders given them; (2) they must know for what purpose they are employed and the duties that will be required of them; (3) they must be able-bodied and physically competent to perform the duties required; (4) each man entitled to return passage shall be supplied with return transportation before acceptance, unless he informs the inspector that he does not wish to return. The Department has no control over the return of cattlemen. Inspectors in charge of the ports are directed to carefully enforce the above regulations.

When attendants are found to be incompetent, intemperate, or otherwise unfit to properly care for the animals, the captain of the vessel is requested to report the fact to the inspector of the port.

CATTLE ATTENDANTS.

REGULATION 52. There shall be one attendant for each 35 head of cattle, not including foremen, upon steamers having water pipes extending the entire length of both sides of compartments; and upon steamers not so fitted there shall be one attendant for each 25 head of cattle shipped. Provided, however, that when all the attendants are experienced and capable men, there shall be one attendant for each 50 head of cattle upon steamers having water pipes extending the entire length of both sides of compartments, and not less than 3 feet in width of alleyways, if a competent watchman for night duty for each shipper is furnished in addition; and upon steamers not so fitted there shall be one experienced attendant to each 35 head of cattle shipped, together with watchmen as provided above.

SHEEP AND GOAT ATTENDANTS.

There shall be one man in charge of each 150 head of sheep and goats during the winter season (October 1 to April 1), and one to each 200 sheep and goats during the summer season.

HORSE ATTENDANTS.

For horses there shall be one attendant to each 22 head.

ADDITIONAL HELP.

There shall also be additional help furnished by the captain of the vessel when water has to be pumped by hand.

REST, LOADING, INSPECTION, CERTIFICATES, ETC.

REST BEFORE EMBARKATION.

REGULATION 53. No vessel shall be permitted to take on board any cattle, sheep, swine, or goats unless the same have been allowed at least five hours' actual rest in the yards at the port of embarkation before the vessel sails, nor until the loading of the other cargo has been completed.

The phrase "actual rest" as applied to live stock in transit for export must not be interpreted to include any of the time occupied in unloading animals from the cars, or in their inspection, handling, and roping, or in loading them on the cars again for transportation to steamer.

All animals must remain a sufficient length of time in stables or yards during daylight at the port of embarkation before the vessel sails for the purpose of inspection.

No vessel shall be permitted to take on board any horses which have been shipped over 500 miles unless the same have been allowed at least eighteen hours' actual rest in the stable or stables designated by the inspector for export horses at the port of embarkation before the vessel sails. Horses shipped less than 500 miles shall remain in such stables or yards as the inspector may designate not less than six hours for the purpose of inspection and rest. Horses shall not be placed upon steamers until the loading of the other cargo has been completed.

LOADING, ETC.

REGULATION 54. The inspector, or one of his assistants, shall supervise the loading of the animals and see that they are properly stowed, and, as far as practicable, tied; that a sufficient amount of good, wholesome feed is properly stowed; and that all the requirements of these regulations have been complied with. In case the regulations have not been complied with, he shall immediately notify the Chief of the Bureau of Animal Industry. In hot weather the tying of the cattle may, in the discretion of the inspector, be in part omitted until after the steamer has cleared and is in motion.

CERTIFICATES OF INSPECTION.

REGULATION 55. The inspector at the port of shipment shall issue certificates of inspection for cattle, sheep, swine, and goats, which are to be exported to any foreign country, unless the Secretary of Agriculture shall have waived the requirement for such certificate of inspection for export to the particular country to which such animals

are to be shipped. Each certificate shall cite the name of the shipper, the name of the consignee, and the destination. The certificates shall be issued in serial numbers; only one certificate shall be issued for each consignment, unless otherwise directed by the Chief of the Bureau of Animal Industry. The certificates shall be delivered to the chief officer of the vessel upon which said consignment of live stock is to be transported after the loading and stowing is completed, and continue with the shipment to destination, where it may be delivered to the consignee.

DEFECTIVE FITTINGS.

REGULATION 56. The inspector may, in case he finds that any of the fittings are worn, decayed, defective in construction, or appear to be unsound, require the same to be replaced before he authorizes the clearance of the vessel.

CLEANSING OF FALSE DECKS AND TEMPORARY TROUGHS.

REGULATION 57. False decks upon which cattle are loaded and temporary feed troughs must be removed and the manure and dirt cleaned from underneath before receiving another load of cattle.

HEADROPES, ETC.

REGULATION 58. Cattle shall be tied with $\frac{3}{4}$ -inch rope, which shall not be used more than once, and must be either manila or sisal.

All headropes, halters, blankets, stable utensils, feed bags, and feed troughs, if returned to this country, must be disinfected under the supervision of the inspector of the port unless an affidavit is furnished by the captain of the vessel that the same have been disinfected, describing the manner of disinfection, or unless such affidavit is furnished by the proper official at the port where the animals are unloaded.

INJURED ANIMALS.

REGULATION 59. Animals suffering from broken limbs or other serious injuries during the voyage shall be slaughtered by direction of the captain of the vessel.

Biological Survey
Bureau of Chemistry
Bureau of Entomology
Office of Public Roads
Division of Publications

BIOLOGICAL SURVEY CIRCULARS

[Circular 29.]

PROTECTION AND IMPORTATION OF BIRDS

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., July 13, 1900.

The act of May 25, 1900, commonly known as the Lacey Act, (1) places the preservation, distribution, introduction, and restoration of game and other birds under the Department of Agriculture; (2) regulates the importation of foreign birds and animals, prohibiting absolutely the introduction of certain injurious species; and (3) prohibits interstate traffic in birds or game killed in violation of State laws. The act reads as follows:

AN ACT To enlarge the powers of the Department of Agriculture, prohibit the transportation by interstate commerce of game killed in violation of local laws, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the duties and powers of the Department of Agriculture are hereby enlarged so as to include the preservation, distribution, introduction, and restoration of game birds and other wild birds. The Secretary of Agriculture is hereby authorized to adopt such measures as may be necessary to carry out the purposes of this act and to purchase such game birds and other wild birds as may be required therefor, subject, however, to the laws of the various States and Territories. The object and purpose of this act is to aid in the restoration of such birds in those parts of the United States adapted thereto where the same have become scarce or extinct, and also to regulate the introduction of American or foreign birds or animals in localities where they have not heretofore existed.

The Secretary of Agriculture shall from time to time collect and publish useful information as to the propagation, uses, and preservation of such birds.

And the Secretary of Agriculture shall make and publish all needful rules and regulations for carrying out the purposes of this act, and shall expend for said purposes such sums as Congress may appropriate therefor.

SEC. 2. That it shall be unlawful for any person or persons to import into the United States any foreign wild animal or bird except under special permit from the United States Department of Agriculture: *Provided*, That nothing in this section shall restrict the importation of natural history specimens for museums or scientific collections, or the importation of certain cage birds, such as domesticated canaries, parrots, or such other species as the Secretary of Agriculture may designate.

The importation of the mongoose, the so-called "flying foxes" or fruit bats, the English sparrow, the starling, or such other birds or animals as the Secretary of Agriculture may from time to time declare injurious to the interest of agriculture or horticulture is hereby prohibited, and such species upon arrival at any of the ports of the United States shall be destroyed or returned at the expense of the owner. The Secretary of the Treasury is hereby authorized to make regulations for carrying into effect the provisions of this section.

SEC. 3. That it shall be unlawful for any person or persons to deliver to any common carrier, or for any common carrier to transport from one State or Territory to another State or Territory, or from the District of Columbia or Alaska to any State or Territory, or from any State or Territory to the District of Columbia or Alaska, any foreign animals or birds the importation of which is prohibited, or the dead bodies or parts thereof of any wild animals or birds, where such animals or birds have been killed in violation of

the laws of the State, Territory, or District in which the same were killed: *Provided*, That nothing herein shall prevent the transportation of any dead birds or animals killed during the season when the same may be lawfully captured, and the export of which is not prohibited by law in the State, Territory, or District in which the same are killed.

SEC. 4. That all packages containing such dead animals, birds, or parts thereof, when shipped by interstate commerce, as provided in section one of this act, shall be plainly and clearly marked, so that the name and address of the shipper and the nature of the contents may be readily ascertained on inspection of the outside of such packages. For each evasion or violation of this act the shipper shall, upon conviction, pay a fine of not exceeding two hundred dollars; and the consignee knowingly receiving such articles so shipped and transported in violation of this act shall, upon conviction, pay a fine of not exceeding two hundred dollars; and the carrier knowingly carrying or transporting the same shall, upon conviction, pay a fine of not exceeding two hundred dollars.

SEC. 5. That all dead bodies, or parts thereof, of any foreign game animals, or game or song birds, the importation of which is prohibited, or the dead bodies, or parts thereof, of any wild game animals, or game or song birds transported into any State or Territory, or remaining therein for use, consumption, sale, or storage therein, shall upon arrival in such State or Territory be subject to the operation and effect of the laws of such State or Territory enacted in the exercise of its police powers, to the same extent and in the same manner as though such animals and birds had been produced in such State or Territory, and shall not be exempt therefrom by reason of being introduced therein in original packages or otherwise. This act shall not prevent the importation, transportation, or sale of birds or bird plumage manufactured from the feathers of barnyard fowl.

Approved, May 25, 1900.

The object of placing this work in charge of an Executive Department of the Federal Government was merely to supplement and not to hamper or replace the work hitherto done by State commissions and organizations; in other words, to coordinate and direct individual efforts, and thus insure more uniform and more satisfactory results than could otherwise be obtained. Greater uniformity in State legislation and better enforcement of existing laws can be secured only by the most complete cooperation between the various forces now at work in the cause of bird protection.

PROPAGATION AND DISTRIBUTION OF GAME BIRDS.

No provision for distribution of birds.—The act authorizes, but does not provide an appropriation for, the purchase and distribution of birds. The Department of Agriculture, therefore, has no quail, pheasants, or other game birds for distribution.

The Department issues no permits for shipping birds from one State to another. In some States, as in California, the board of fish and game commissioners is authorized to issue permits for shipping birds for propagating purposes, and a few States, such as Michigan and New Jersey, make exceptions in their game laws in the case of birds captured for breeding purposes; but when a State forbids the exportation of birds without exception, interstate commerce in birds from that State is in violation of the Lacey act, whether the birds are captured during open seasons or whether they are intended for propagation or not.

IMPORTATION OF FOREIGN ANIMALS AND BIRDS.

Persons contemplating the importation of live animals or birds from abroad must obtain a special permit from the Secretary of Agriculture, as required by section 2 of the act. The law is mandatory and makes no exceptions besides those noted below. It applies to single mammals, birds, or reptiles, kept in cages as pets, as well as to large

consignments intended for propagation in captivity or otherwise. But in order to avoid unnecessary hardship and annoyance the list of species which may be admitted without permits will be extended at an early date.

Applications for permits.—Importers are advised to make application for permits in advance, in order to avoid annoyance and delay when shipments reach the custom-house. Application blanks may be obtained from the Department. Requests for permits may be made in the following form:

....., 190 .

To the SECRETARY OF AGRICULTURE,
Washington, D. C.

SIR: I respectfully request that a permit be issued for the importation of.....
.....
which will probably arrive at the port of.....
from....., on or about....., 190 ,
destined for..... These animals or birds will be
[state whether the animals or birds to be liberated or kept in captivity, and whether
imported for propagation, exhibition, or other purposes].
Very respectfully,

Applications may also be made by telegraph, in which case the message should contain (1) the number and species of birds and animals for which a permit is desired, (2) the port of entry, (3) the country from which imported, and (4) the owner's name.

Exceptions.—Permits are not required for domesticated birds such as chickens, ducks, geese, guinea fowl, peafowl, pigeons, or canaries; for parrots (including cockatoos, lovebirds, macaws, and parrakeets); or for natural history specimens for museums or scientific collections. Permits must be obtained for all wild species of pigeons and ducks, and when domesticated as well as wild birds are included in the same shipment all the species should be mentioned in the letter of application, in order to avoid any misunderstanding as to the term "domesticated."

Ruminants.—In the case of ruminants (including deer, elk, moose, antelopes, and also camels and llamas), permits will be issued as heretofore in the form prescribed for importation of domesticated animals. Such animals will be subject to inspection and quarantine, as required under Order 56 of the Bureau of Animal Industry, dated December 28, 1899, entitled "Regulations for the inspection and quarantine of horses, neat cattle, sheep, and other ruminants, and swine imported into the United States."

Species prohibited.—The introduction of the English or European house sparrow, the starling, the fruit bat or flying fox, and the mon-goose, known also as the ichneumon or Pharaoh's rat, is absolutely prohibited, and permits for their importation will not be issued under any circumstances. Importers are cautioned against placing any of these species in cages with other birds or animals. Such action will render the shipment liable to detention at the custom-house, as the species named must be exported or destroyed at the expense of the owner or agent.

Permits.—Permits will be issued free of charge upon receipt and approval of applications. They will be made out in duplicate, one copy to be attached to the bill of lading, and the other forwarded by mail or delivered to the collector of customs at the port of entry for use in case the original is lost. Permits will be made out in the name

of the owner or agent, will be accepted only at the port and for the shipment named therein, and will be void thirty days after the date set for the arrival of the shipment at the port of entry.

Customs regulations.—Under the regulations prescribed by the Secretary of the Treasury under date of June 28, 1900 (Department Circular 101, Division of Customs), persons who have not already secured permits will be allowed ten days in which to secure them after the arrival of the shipment at the port of entry. In such cases an examination will be made at once; duties, if any, estimated and deposited; and a stipulation filed with the collector within twenty-four hours after arrival to produce the necessary permit within ten days. Upon filing a voluntary bond with approved sureties in double the invoice value (but not less than \$10), the importer may secure the delivery of the property upon condition that, in the event of failure to secure the necessary permit, it shall be redelivered to the collector within ten days after date of entry. Property remaining in the custody of the officers of customs pending issue of the permit will be retained wholly at the expense of the importer.

In case of doubt as to whether animals or birds belong to prohibited species, or suspicion on the part of the collector that such species are being entered under other names, the shipment will be held at the risk and expense of the importer pending the receipt of special instructions from the Department of Agriculture, or until examined at the expense of the importer by a special inspector designated by the Secretary of Agriculture and the identity established to the satisfaction of the collector.

Special inspectors.—For the convenience of importers special inspectors will be designated at the ports of New York, Boston, Philadelphia, Baltimore, Washington, New Orleans, and San Francisco, who will examine shipments at the request of the owner or agent or who may be consulted in case of misunderstanding between owner and officers of the customs. The inspector will be entitled to a fee for such service (in ordinary cases not exceeding \$5 for each shipment), which shall be paid by the importer before delivery of the property. These inspectors are designated merely for the convenience of importers, and owners or agents are under no obligations to employ them. But the identity of species must be established to the satisfaction of collectors, and in case of refusal or neglect on the part of the owner or agent, or failure to obtain the permit within the specified time, delivery of the property will be refused and immediate exportation required. As representatives of this Department, special inspectors will be authorized to settle all questions involving the identity of species, as to whether permits are necessary, or whether species are prohibited from introduction; and their decisions shall be accepted as final by officers of the customs.

TRANSPORTATION OF PROHIBITED SPECIES.

Attention is called to the clause in section 3 which makes it unlawful for any person or persons to deliver to any common carrier or for any common carrier to transport any foreign animals or birds the importation of which is prohibited by section 2. Of the species prohibited, the mongoose and flying fox have not yet gained a foothold in the United States. The European starling (*Sturnus vulgaris*) has been introduced at several points and is now present in the lower Hudson River Valley, N. Y.; at Pittsburg, Pa.; and at Portland,

Oreg. The English sparrow (*Passer domesticus*) has spread to most of the States and Territories, but is present at comparatively few points in Idaho, Montana, New Mexico, Oregon, Washington, and Wyoming, and apparently has not yet reached Arizona or Nevada. The deliberate shipment of starlings or English sparrows from one State to another is now a violation of law and renders the shipper and carrier liable to the penalties provided in section 4. It may be possible, therefore, to prevent the spread of the English sparrow to States where the bird is now absent, while those States in which it has gained only a slight foothold have an opportunity to rid themselves of the pest by adopting vigorous measures for the destruction of the few sparrows within their limits.

INTERSTATE TRAFFIC IN ANIMALS OR BIRDS KILLED OR SHIPPED IN
VIOLATION OF STATE LAW.

The attention of sportsmen, commission merchants, shippers, and express agents is especially called to sections 3, 4, and 5, which make it unlawful to ship from one State to another animals or birds which have been killed or captured in violation of local laws, and which require all packages containing animals or birds to be plainly marked so that the name and address of the shipper and the nature of the contents may be ascertained by inspection of the outside of such packages. Common carriers are cautioned to notify their agents to insist that all packages supposed to contain game or other animals or birds must be marked with the shipper's name and the contents. Shipment in any form that tends to conceal or obscure the nature of the contents or the shipper's name and address is plainly an evasion of the act, and the penalty applies to evasions as well as to violations of the law. The act also prohibits interstate commerce in game, though killed in open seasons, if the law of the State in which such game is killed prohibits its export.

In referring to these sections, the House Committee on Interstate Commerce reported as follows: "The killing or carrying of game within the limits of a State is a matter wholly within the jurisdiction of the State, but when the fruits of the violation of State law are carried beyond the State, the nation alone has the power to forbid the transit and to punish those engaged in the traffic. This bill will give the game wardens the very power that they now lack and which will be the most effective for the purpose of breaking up this commerce. * * * In some of the States the sale of certain game is forbidden at all seasons without regard to the place where the same was killed. The purpose of these laws is to prevent the sale of game shipped into the State from being used as a cloak for the sale of game killed within the State in violation of local laws." Section 5 of the act is intended to meet this difficulty by subjecting imported animals, birds, or game, whether introduced in original packages or otherwise, to the laws of the State in which imported.

PRESERVATION AND IMPORTATION OF BIRDS IN CHARGE OF THE
BIOLOGICAL SURVEY.

The Division of Biological Survey is hereby placed in charge of all matters relating to the preservation and importation of animals or birds under this act, and until further notice the assistant chief of that

division will have immediate charge of the issue of permits for the importation of animals and birds from foreign countries. All inquiries regarding bird protection and all requests for publications on the uses or preservation of birds should be addressed to the Chief of the Biological Survey.

JAMES WILSON, *Secretary*.

WILD ANIMALS AND BIRDS WHICH MAY BE IMPORTED WITHOUT PERMITS

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., September 13, 1900.

Under the authority vested in the Secretary of Agriculture by section 2 of the act of Congress approved May 25, 1900, entitled "An act to enlarge the powers of the Department of Agriculture, prohibit the transportation by interstate commerce of game killed in violation of local laws, and for other purposes," the list of species of live animals and birds which may be imported into the United States without permits is extended as hereinafter indicated. On and after October 1, 1900, and until further notice, permits will not be required for the following mammals, birds, and reptiles, commonly imported for purposes of exhibition:

Mammals.—Ant-eaters, armadillos, bears, chimpanzees, elephants, hippopotamuses, hyenas, jaguars, kangaroos, leopards, lions, lynxes, manatees, monkeys, ocelots, orang-outangs, panthers, raccoons, rhinoceroses, sea lions, seals, sloths, tapirs, tigers, or wild-cats.

Birds.—Swans, wild doves, or wild pigeons of any kind.

Reptiles.—Alligators, lizards, snakes, tortoises, or other reptiles.

Under the provisions of section 2 of said act (as stated in Circular 29 of the Biological Survey, issued July 13, 1900), canaries, parrots, and domesticated birds such as chickens, ducks, geese, guinea fowl, peafowl, and pigeons are subject to entry without permits. But with the exception of these species and those mentioned above, special permits from the Department of Agriculture will be required for all live animals and birds imported from abroad, and such permits must be presented to the collector of customs at the port of entry prior to delivery of the property.

JAMES WILSON, *Secretary*.

IMPORTATION OF REPTILES INTO HAWAII

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., May 22, 1902.

Under the provisions of section 1 of the act of Congress approved May 25, 1900, entitled "An act to enlarge the powers of the Department of Agriculture, prohibit the transportation by interstate commerce of game killed in violation of local laws, and for other purposes," the Secretary of Agriculture is authorized to regulate the introduction of birds and animals in localities where they have not

heretofore existed, and to make and publish all needful rules and regulations for carrying out the purposes of the act.

In accordance with the authority thus conferred, and for the purpose of preventing the introduction of noxious reptiles into the Territory of Hawaii, the order issued under date of September 13, 1900, extending the list of foreign animals and birds which may be imported without permits (Circular 30, Biological Survey) is hereby amended, so that on and after July 1, 1902, and until further notice, permits will be required for the entry of reptiles at all ports of the Hawaiian Islands. Such permits will be issued by the special inspector of this Department in Honolulu in the same form and subject to the same regulations as those now issued for mammals and birds. But no permits will be issued for the entry of poisonous snakes of any kind. All applications for permits to import reptiles into Hawaii should be addressed to the special inspector of foreign animals and birds, Bishop Museum, Honolulu, Hawaii.

Under the regulations prescribed by the Secretary of the Treasury, under date of June 28, 1900 (Circular 101, Division of Customs), persons who have not already secured permits will be allowed a reasonable time in which to secure them after the arrival of the shipment at the port of entry. In case the application for entry is not granted, or the required permit is not obtained in due time, the reptiles will be immediately exported or destroyed at the expense of the owner or agent.

JAMES WILSON, *Secretary*.

[Circular 37.]

REGULATIONS FOR THE IMPORTATION OF EGGS OF GAME BIRDS FOR PROPAGATION

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., June 9, 1902.

An act of Congress approved June 3, 1902, entitled "An act to regulate the introduction of eggs of game birds for propagation," provides: "That from and after the passage of this act the Secretary of Agriculture shall have the power to authorize the importation of eggs of game birds for purposes of propagation, and he shall prescribe all necessary rules and regulations governing the importation of eggs of said birds for such purposes." The object of this law is to modify the prohibition against the importation of eggs of game birds which has existed since August 28, 1894, by allowing the entry of eggs intended solely for purposes of propagation or for stocking game preserves with new or desirable birds.

In accordance with the authority vested in the Secretary of Agriculture, the following regulations are hereby prescribed:

(1) *Permits required*.—Permits will be required for all eggs of game birds imported under this act.

(2) *Eggs admitted*.—Until further notice permits will be issued for eggs of the following game birds: The *Gallinæ*, commonly known as wild turkeys, grouse, capercaillie, pheasants, partridges, and quail;

the *Otididæ*, commonly known as bustards; the *Rallidæ*, commonly known as rails and crakes; the *Anatidæ*, commonly known as swans, geese, and ducks; and the *Tinamidæ*, commonly known as tinamous.

(3) *Form of permits*.—Permits for the importation of eggs will be issued upon application in the same form and subject to the same general regulations as those now in force for foreign birds and animals (Circular 29, Biological Survey). Applications should state (1) the number of each kind of eggs to be imported, (2) the port of entry, (3) the date of arrival of the shipment, (4) the name and address of the owner or consignee, and (5) the purpose for which the importation is made. In order to avoid delay at the custom-house the permit should be obtained in advance, so as to be in the hands of the collector of customs on arrival of the shipment. In case the permit is not at hand at the time of arrival, the importer will be allowed a reasonable time in which to secure one; but if the permit be not produced at the expiration of the time designated, the eggs will be destroyed or returned at the expense of the owner or consignee.

(4) *Marking*.—All packages of eggs imported under this act must be clearly marked "Eggs of game birds for propagation."

(5) *Inspection*.—Eggs, like other imported goods, are subject to inspection at the custom-house and should be carefully packed so that they can be examined readily and without injury. Officers of the customs or of this Department can not be held responsible for any damage resulting from the examination of packages closed against inspection.

The Department reserves the right to modify the list of game birds without notice, to withhold permits for any shipment in whole or in part, or to cancel permits already issued if investigation shows that the contents of the packages or the purpose of importation are not in accordance with the statements in the application.

JAMES WILSON, *Secretary*.

[Circular 38.]

INTERSTATE COMMERCE IN BIRDS AND GAME

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., August 23, 1902.

In order to secure a more general observance of the act of May 25, 1900, entitled "An act to enlarge the powers of the Department of Agriculture, prohibit the transportation by interstate commerce of game killed in violation of local laws, and for other purposes," the Department invites attention to the provisions of the Federal and State laws relating to shipment of birds and game. These laws are intended to preserve for the common good certain animals and birds that are valuable as food, for sport, or as destroyers of pests. They are generally supported by public sentiment but are frequently violated through ignorance, as comparatively few persons realize the rapid increase in protective legislation or the numerous restrictions which have been imposed on the trade in game. Sportsmen, market hunters, game dealers, commission merchants, railroad and express

agents, and all other persons concerned should familiarize themselves so far as possible with the regulations now in force. Copies of State laws may be obtained from fish and game wardens or secretaries of state, and a summary of the Federal, State, and county laws (published as Farmers' Bulletin 160) may be had on application to this Department. The most important provisions of the various laws may be briefly stated as follows:

(1) *Shipment*.—It is unlawful for any person to deliver to any common carrier for transportation from one State or Territory to another, or for any common carrier or consignee knowingly to receive any wild animals or birds killed in violation of local laws. This prohibition applies not only to game killed out of season but to that captured in an illegal manner (by traps, nets, etc.), or for illegal purposes, as, in some States, for sale or shipment.

(2) *Packages must be marked*.—Every package containing game or birds, or any parts thereof, when shipped by interstate commerce, must bear a statement of the contents and the shipper's name plainly marked on the outside. Inattention to these details renders the shipper liable not only to loss of his game but also to heavy penalties for evasions of the law.

(3) *Evasions*.—Shipping game in trunks, butter boxes, or egg cases; concealing it among other goods; marking it "butter," "dressed poultry," or "household goods;" addressing it with a tag made specially to hide the shipper's name and statement of contents; or resorting to any other device to conceal the nature of the shipment—are all evasions of the law and subject the shipper to the same penalties as for its direct violation. False marking of packages is treated as a serious offense under some State laws and is punishable by special penalties.

(4) *Special restrictions*.—Four-fifths of all the States and Territories prohibit export of deer at any season; all those in which quail occur, except three in the South, prohibit export of these birds at all seasons, and practically every State where prairie chickens are found prohibits their export. As a result of these restrictions, it is almost impossible in the West to ship quail or prairie chickens to market outside of the State without violating some law.

(5) *Western game*.—All the States and Territories west of the Mississippi River except six prohibit export of all game protected by local laws. Of the six exceptions, Louisiana and Texas prohibit export of all game except a few birds, while Arkansas, Missouri, Montana, and Wyoming either prohibit export of certain species or practically cut off export trade in game by means of other restrictions. Eastern dealers in ordering or receiving such game from these States encourage direct violations of local laws and may render themselves liable to the penalties provided for violating the Federal law.

(6) *Alaska game*.—Under the act of June 7, 1902, the shipment from Alaska of any hides or carcasses of deer, moose, mountain sheep, mountain goats, or parts thereof, or any wild birds, or parts thereof, is prohibited at all times. Trophies, specimens for scientific purposes, and live game may, however, be shipped under permit from the Secretary of Agriculture.

(7) *Game for propagation*.—States which prohibit export of dead game frequently allow shipment of live birds intended solely for

propagation, in some cases under permit from State authorities. Persons contemplating shipment of live birds should inform themselves fully as to all local regulations. No permits for the shipment of game from one State to another are issued by this Department.

(8) *Game for private use.*—Some States, especially those which issue nonresident hunting licenses, permit sportsmen to carry a limited amount of game out of the State for private use. In some cases this game must be tagged, carried openly, and accompanied by the owner. To insure safe transit of game, careful attention should be paid to such local regulations.

(9) *Insectivorous birds.*—Robins, swallows, cedar birds, meadow-larks, flickers, night hawks or bull bats, and a few other insectivorous species, as well as such birds as longspurs, snow buntings, and shore larks, which are useful in destroying seeds of weeds, are occasionally killed as game. They are, however, generally protected, and under no circumstances should they be sent to market or shipped out of the State.

(10). *Birds for millinery purposes.*—Statutes even more stringent than those protecting game birds have recently been enacted by many States for the preservation of birds which are not included in the game list. Under these statutes birds which are in demand for millinery purposes are protected throughout the year, and sale and possession, as well as killing, are prohibited. It should be remembered that the principal centers for millinery supplies are nearly all located in States which have such laws, and the purchase of native song birds, as well as of herons, pelicans, gulls, terns, or sea swallows, grebes, or other plume birds, should be avoided. The shipment of these birds, or any part of their plumage, is prohibited by the provisions of the Federal law. Ostrich feathers are not subject to these restrictions and their use should be encouraged.

JAMES WILSON, *Secretary.*

[Circular 42.]

REGULATIONS FOR THE PROTECTION OF GAME IN ALASKA FOR THE YEAR 1904

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., June 4, 1904.

The primary object of the Alaska game law is the preservation of game for the use of the people of Alaska, native and white. This is accomplished chiefly by stopping the export of deer hides and by restricting the killing and shipment of big game as trophies. Prior to the enactment of the law thousands of deer were slaughtered each year for their hides, and these hides were shipped out of the Territory. This export has now practically ceased.

There seems to have been some misunderstanding respecting certain privileges conferred by the law. Attention therefore is again called to the provision in section 1 which allows Indians, Eskimo, miners, or explorers in need of food or clothing to kill game for their immediate use. Attention is also called to the fact that the clause in section 5,

prohibiting shipment of hides and heads, does not apply to bears, hence the skins of large brown bears and bears of all kinds may be shipped from any point in Alaska without the formality of a permit; and in view of a widespread feeling that the protection afforded bears is unnecessary, the open season is here materially extended. Certain other changes in open seasons which experience has shown may be made without injury to the game will be found in regulation 2.

During the past session of Congress a bill was introduced making radical changes in the law and in the system of issuing permits. As this bill is still pending and will doubtless receive attention at the next session, the issue of permits will remain practically suspended for the present, and few if any permits for the shipment of trophies of moose, caribou, or sheep will be issued during 1904.

TEXT OF THE ACT

The act (32 Stat. L., 327) reads as follows:

AN ACT For the protection of game in Alaska, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That from and after the passage of this act the wanton destruction of wild game animals or wild birds, the destruction of nests and eggs of such birds, or the killing of any wild birds other than a game bird, or wild game animal, for the purposes of shipment from Alaska is hereby prohibited.

GAME DEFINED.

The term "game animals" shall include deer, moose, caribou, sheep, mountain goats, bears, sea lions, and walrus. The term "game birds" shall include waterfowl, commonly known as ducks, geese, brant, and swans; shore birds, commonly known as plover, snipe, and curlew, and the several species of grouse and ptarmigan. Nothing in this act shall effect [affect] any law now in force in Alaska relating to the fur seal, sea otter, or any fur-bearing animal other than bears and sea lions, or prevent the killing of any game animal or bird for food or clothing by native Indians or Eskimo or by miners, explorers, or travelers on a journey when in need of food; but the game animals or birds so killed shall not be shipped or sold.

SEASONS.

SEC. 2. That it shall be unlawful for any person in Alaska to kill any wild game animals or wild birds except during the seasons hereinafter provided: Large brown bears, from April fifteenth to June thirtieth, both inclusive; moose, caribou, walrus, and sea lions, from September first to October thirty-first, both inclusive; deer, sheep, and mountain goats, from September first to December fifteenth, both inclusive; grouse, ptarmigan, shore birds, and waterfowl, from September first to December fifteenth both inclusive: *Provided*, That the Secretary of Agriculture is hereby authorized whenever he shall deem it necessary for the preservation of game animals or birds to make and publish rules and regulations which shall modify the close seasons hereinbefore established, or provide different close seasons for different parts of Alaska, or place further restrictions and limitations on the killing of such animals or birds in any given locality, or to prohibit killing entirely for a period not exceeding five years in such locality.

NUMBER.

SEC. 3. That it shall be unlawful for any person at any time to kill any females or yearlings of moose, caribou, deer, or sheep, or for any one person to kill in any one year more than the number specified of each of the following game animals: Two moose, walrus, or sea lions; four caribou, sheep, goats, or large brown bears; eight deer; or to kill or have in possession in any one day more than ten grouse, or ptarmigan, or twenty-five shore birds or waterfowl.

GUNS AND BOATS.

That it shall be unlawful for any person at any time to hunt with hounds, to use a shotgun larger than number ten gauge, or any gun other than that which can be fired from the shoulder, or to use steam launches or any boats other than those propelled by oars or paddles in the pursuit of game animals or birds. And the Secretary of Agriculture is authorized to make and publish such further restrictions as he may deem necessary to prevent undue destruction of wild game animals or wild birds.

SALE.

SEC. 4. That it shall be unlawful for any person or persons at any time to sell or offer for sale any hides, skins, or heads of any game animals or game birds in Alaska, or to sell or offer for sale therein, any game animals or game birds, or parts thereof, during the time when the killing of said animals or birds is prohibited: *Provided*, That it shall be lawful for dealers having in possession any game animals or game birds legally killed during the open season to dispose of the same within fifteen days after the close of said season.

EXPORT.

SEC. 5. That it shall be unlawful for any person, firm, or corporation, or their officers or agents to deliver to any common carrier, or for the owner, agent, or master of any vessel or for any other person to receive for shipment or have in possession with intent to ship out of Alaska any hides or carcasses of caribou, deer, moose, mountain sheep or mountain goat, or parts thereof, or any wild birds or parts thereof: *Provided*, That nothing in this act shall be construed to prevent the collection of specimens for scientific purposes, the capture or shipment of live animals and birds for exhibition and propagation, or the export from Alaska of specimens and trophies, under such restrictions and limitations as the Secretary of Agriculture may prescribe and publish.

PENALTIES.

SEC. 6. That any person violating any of the provisions of this act or any of the regulations promulgated by the Secretary of Agriculture shall be deemed guilty of a misdemeanor, and upon conviction thereof shall forfeit to the United States all game or birds in his possession, and all guns, traps, nets, or boats used in killing or capturing said game or birds, and shall be punished for each offense by a fine of not more than two hundred dollars or imprisonment not more than three months, or by both such fine and imprisonment, in the discretion of the court: *Provided*, That upon conviction for the second or any subsequent offense there may be imposed in addition a fine of fifty dollars for any violation of sections one and three, and a fine of one hundred dollars for a violation of section two.

ENFORCEMENT.

It is hereby made the duty of all marshals and deputy marshals, collectors or deputy collectors of customs appointed for Alaska, and all officers of revenue cutters to assist in the enforcement of this act. Any marshal or deputy marshal may arrest without warrant any person found violating any of the provisions of this act or any of the regulations herein provided, and may seize any game, birds, or hides, and any traps, nets, guns, boats, or other paraphernalia used in the capture of such game or birds and found in the possession of said person, and any collector or deputy collector of customs, or any person authorized in writing by a marshal, shall have the power above provided to arrest persons found violating this act or said regulations and seize said property without warrant, to keep and deliver the same to a marshal or a deputy marshal. It shall be the duty of the Secretary of the Treasury upon request of the Secretary of Agriculture to aid in carrying out the provisions of this act: *Provided further*, That nothing contained in the foregoing section of this act shall be construed or held to prohibit or limit the right of the Smithsonian Institution to collect in or ship from the District of Alaska animals or birds for the use of the Zoological Park in Washington, District of Columbia: *Provided further*, That such heads and hides as may have been taken before the passage of this act may be shipped out of Alaska at any time prior to the first day of July, anno Domini nineteen hundred and two.

Approved, June 7, 1902.

REGULATIONS FOR 1904

In accordance with the foregoing act, conferring upon the Secretary of Agriculture authority to modify the close seasons for game, to provide different close seasons for different parts of Alaska, to make further restrictions necessary to prevent undue destruction of game, and to prescribe restrictions governing the collection of specimens for scientific purposes, the capture of live animals, and the shipment of specimens and trophies, the following regulations are hereby prescribed, to take effect August 1, 1904:

REGULATION 1.—*Districts.*

For the purposes of this act the following game districts are hereby established:

(1) The Sitka district, comprising southeastern Alaska east of the one hundred and forty-first meridian.

(2) The Peninsula district, comprising the Aleutian Islands, the Alaska and Kenai peninsulas and adjacent islands, and that part of Alaska west of the one hundred and forty-first meridian which drains into the Pacific Ocean.

(3) The Yukon district, comprising northwestern Alaska north of the Peninsula district, including the area drained by the Kuskokwim, Tanana, Yukon, and Kowak rivers, and the area which drains into the Arctic Ocean.

REGULATION 2.—*Seasons.*

Bear.—The open season for large brown bears throughout Alaska is hereby modified to extend from April 1 to December 31, both inclusive. There is no close season on black bears.

Deer.—The open season for deer in the Sitka game district is hereby modified to extend from August 1 to January 31, both inclusive.

Moose and sheep.—The open season for moose and sheep throughout Alaska is hereby modified to extend from September 1 to December 31, both inclusive.

Caribou.—The open season for caribou in the Yukon game district is hereby modified to extend from September 1 to December 31, both inclusive. In the Peninsula district, killing caribou on the Kenai Peninsula (except for scientific purposes under special permit) is prohibited prior to September 1, 1908.

Goats.—The open season for goats throughout Alaska is hereby modified to extend from August 1 to December 31, both inclusive.

Walrus.—The regulation of August 22, 1903, establishing a closed zone for walrus is hereby modified to read as follows: Killing walrus south of a line drawn from the north end of St. Matthew Island to Cape Vancouver (except by natives or for scientific purposes under special permit) is hereby prohibited prior to September 1, 1908.

Ptarmigan and waterfowl.—The open season for ptarmigan and waterfowl throughout Alaska is hereby modified to extend from September 1 to January 31, both inclusive.

REGULATION 3.—*Hounding.*

Hunting deer, moose, or caribou with hounds or other dogs in any part of Alaska is strictly prohibited.

REGULATION 4.—*Permits.*

The Department can not grant permits extending from one year to another, as the law and regulations are subject to change; neither can it issue indefinite authorizations to persons to bring out "any trophies which may be obtained during the trip." All permits will expire on December 31 of the year of issue, but consignments actually shipped before such expiration may be admitted on arrival in Seattle or San Francisco.

Permits to collect mammals, birds, nests, or eggs for scientific purposes will be issued only to regular representatives of public museums or, under exceptional circumstances, to persons who are known to be engaged in making special investigations. Applicants should state the region where specimens are to be collected and the port and probable date of shipment.

REGULATION 5.—*Specimens for scientific purposes.*

Packages containing specimens for scientific purposes offered for shipment must be marked "Specimens for scientific purposes," or words to like effect, and must bear the shipper's name and address. Inattention to these details will render packages subject to examination and detention by officers of the customs. Packages of specimens addressed to the U. S. Department of Agriculture, the Smithsonian Institution, or the U. S. National Museum, if properly marked, may be shipped without permit and without examination. Packages addressed to individuals, whether officers of Executive Departments or not, must be accompanied by permit.

REGULATION 6.—*Live animals and birds.*

Consignments of live animals or birds for exhibition or propagation must be accompanied by permits, except as stated in regulation 7. Consignments offered for shipment without permit will not be refused transportation, but may be forwarded to Seattle or San Francisco and held there at owner's risk and expense until permits are obtained.

PARKS EXCEPTED.

Under the provisions of section 6 live animals and birds consigned to the National Zoological Park, Washington, D. C., are not subject to the act. Live animals other than moose (not exceeding 10 in one consignment) and live birds (not exceeding 25 in one consignment) may be shipped without permit to the following public zoological parks, if shipped directly to said parks and not to some agent: Golden Gate Park, San Francisco; Lincoln Park, Chicago; Menagerie of Central Park, New York; New York Zoological Society; Zoological Society, Philadelphia. Consignments for these parks which exceed the above-mentioned limits must be accompanied by regular permits in all cases.

REGULATION 8.—*Shipment.*

Hides, skins, heads, horns, trophies, specimens, live game animals, or game birds shipped from Alaska to other ports of the United States or to foreign ports must not be accepted for transportation unless shipped via Seattle, Wash., or San Francisco, Cal., to be there subject to examination by officers of the customs or representatives of this Department.

REGULATION 9.—*Reserved rights of Department.*

The Department expressly reserves the right to restrict the number of each kind of game animal which may be shipped under permit (within the limits fixed by law) whenever deemed necessary by reason of local or relative scarcity of the species or other causes; to examine at Seattle or San Francisco any or all hides, skins, heads, horns, trophies, specimens, live game animals, or game birds from Alaska, whether shipped as personal baggage or otherwise; to detain, if necessary, at said ports any consignment of game animals or birds or any part thereof not forwarded in conformity with these regulations, and to require the return of the same either to original port of shipment or to the collector of customs at Sitka, Alaska. Owners and masters of vessels will accept all consignments subject to these conditions. In case of return all expenses of reshipment will be paid by the vessel transporting the goods from Alaska, and the master of said vessel must file at Seattle or San Francisco a customs receipt for all goods returned to Alaska.

REGULATION 10.—*Packing trophies.*

All trophies (including hides, skins, robes, antlers, horns, skulls, and similar specimens not intended for scientific purposes) must be exhibited to an officer of the customs or packed so that they can be readily examined, and the package must bear the name and address of the shipper. Trophies must not be concealed in personal baggage so as to prevent examination; and packages supposed to contain trophies improperly packed may be refused transportation until satisfactory evidence as to contents has been presented. Common carriers are enjoined to make every effort to carry out the spirit of this regulation.

REGULATION 11.—*Special manifest required.*

All consignments of trophies, specimens, or live animals, whether shipped as personal baggage or otherwise, must be declared before an officer of the customs and accompanied by a special manifest, to be forwarded to the collector of customs at San Francisco, Cal., or the deputy collector of customs at Seattle, Wash. In case the point of shipment is not a regular port of entry, the shipper shall deliver the invoice to the master of the vessel, who shall declare the goods and surrender the invoice to the proper officer of customs at the port of delivery.

REGULATION 12.—*Examination of shipments.*

Hides, skins, heads, horns, trophies, or specimens arriving at Seattle or San Francisco not covered by permits or shipped contrary to these regulations will be held for examination by officers of the customs, promptly reported, and released only upon instructions from the Treasury Department; provided that all goods not released within sixty (60) days after arrival shall be returned to the port of shipment or to the collector of customs at Sitka (at the expense of the vessel bringing the same) for disposition in accordance with the provisions of section 6 of the act.

REGULATION 13.—*Transportation in close season.*

Vessels plying in Alaskan waters must not receive for transportation out of Alaska, or for consumption on the voyage, any carcasses of game animals or birds during the close season. Owners and masters of vessels are enjoined to insist upon a strict compliance with this and all other regulations governing shipment.

All previous regulations and all special rulings of the Department in conflict with these regulations are hereby revoked.

JAMES WILSON, *Secretary.*

[Circular 45.]

WARNING AGAINST TRESPASS ON THE BRETON ISLAND RESERVATION

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., January 19, 1905.

Under date of October 4, 1904, the President issued the following order:

It is hereby ordered that Breton Island, as shown by the General Land Office map of the State of Louisiana of date 1896, in township 13 south, range 20 east, St. Helena meridian, when same shall be surveyed; and Old Harbor and Freemason islands, in townships 14 and 15 south, ranges 21 and 22 east, same meridian, when surveyed, be, and they are hereby, reserved and set apart for the use of the Department of Agriculture, as a preserve and breeding ground for native birds. This reservation to be known as "Breton Island Reservation."

(Signed) THEODORE ROOSEVELT.

All persons are hereby warned and ordered not to shoot on the islands or waters of the Breton Island Reservation, not to collect eggs or shells therefrom, not to disturb the birds thereon in any manner, and not to land on the islands of the said reservation without a permit from the Department of Agriculture. Permits to land may be obtained directly from the Secretary of Agriculture, or from Mr. Frank M. Miller, special inspector, stationed at New Orleans, La.

JAMES WILSON,
Secretary of Agriculture.

[Circular 48.]

IMPORTATION OF SNAKES INTO HAWAII

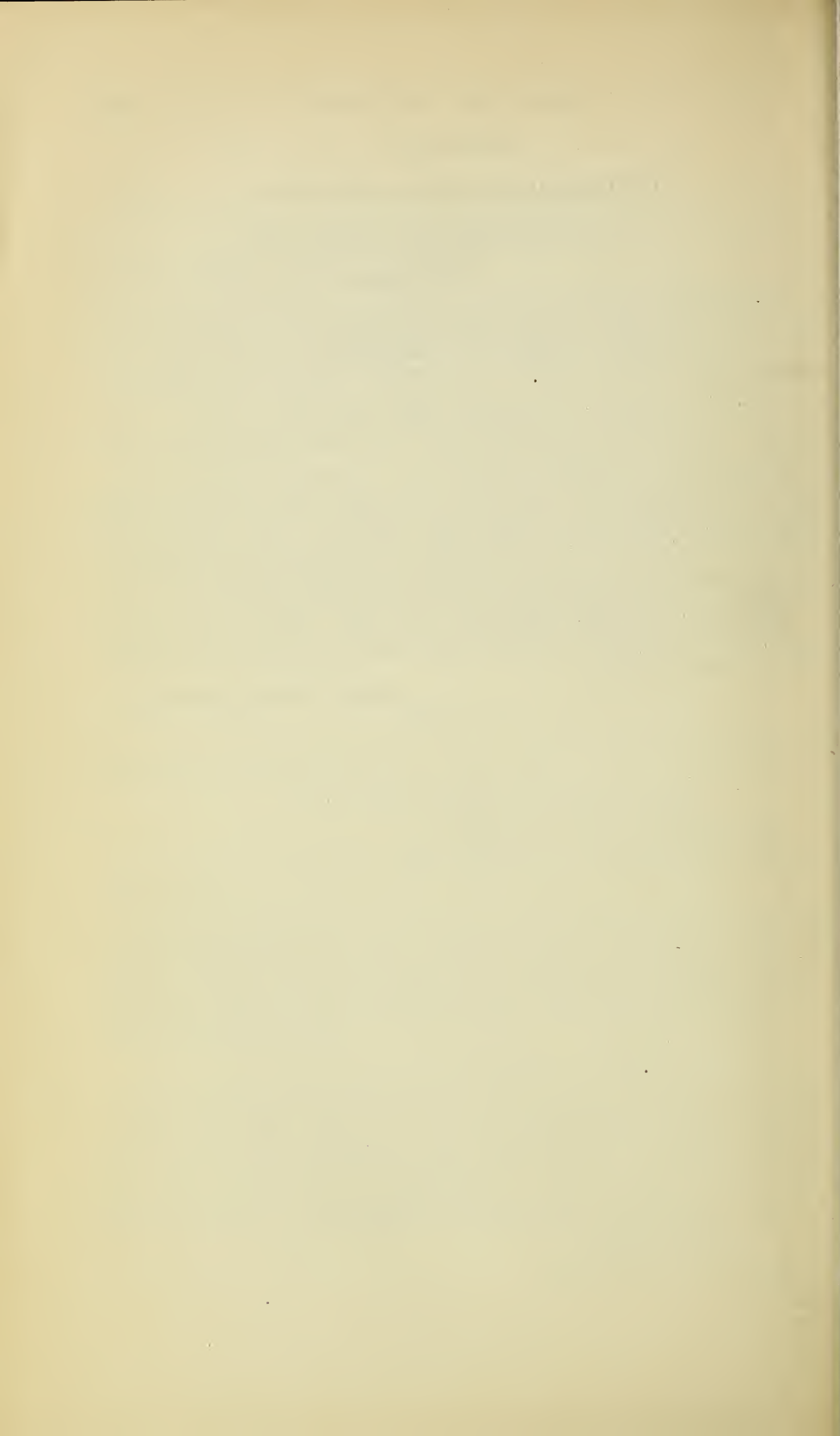
U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., June 29, 1905.

Under the provisions of section 1 of the act of Congress approved May 25, 1905, entitled "An act to enlarge the powers of the Department of Agriculture, prohibit the transportation by interstate commerce of game killed in violation of local laws, and for other purposes," the Secretary of Agriculture is authorized to regulate the introduction of birds and animals in localities where they have not heretofore existed, and to make and publish all needful rules and regulations for carrying out the purposes of the act.

In accordance with the authority thus conferred, and for the purpose of preventing the introduction of snakes into the Territory of Hawaii, the order issued under date of May 22, 1902 (Circular 36, Biological Survey), is hereby amended so that on and after August 1, 1905, and until further notice, no permits shall be issued for the entry of snakes of any kind at any port of the Hawaiian Islands.

Shipments of snakes presented for entry will be immediately destroyed or returned to the port from which exported at the expense of the owner or agent.

JAMES WILSON, *Secretary.*



BUREAU OF CHEMISTRY

ORDERS OF CHIEF OF BUREAU

To the chiefs of laboratories and divisions:

1. Chiefs of laboratories and divisions are hereby directed to make out requisitions, on the forms provided for that purpose, for all apparatus needed from time to time in the work under their charge. This does not apply to stationery or chemicals. The storekeeper is hereby directed to give out apparatus only on requisitions signed by the chief or the acting chief in charge of a laboratory or division.

2. When it is necessary to purchase for use in any particular laboratory or division any article that is not ordinarily kept in stock, the chief or the acting chief of that laboratory or division is hereby directed to make requisition on the storekeeper for the same, who will take the necessary steps to purchase it. The storekeeper is hereby directed to make no purchase of any articles for use in a particular laboratory except on a requisition signed by the chief or the acting chief of that laboratory or division.

3. Those in charge of laboratories and divisions are requested to use great care in signing requisitions to see that only such articles are requested as are absolutely necessary for the purpose of carrying on the work.

4. The chief of each laboratory and division will be held responsible for the amount of supplies requested, and also for the care that is taken of the supplies by those working under his supervision.

5. A record of the supplies purchased for, and issued to, each laboratory and division will be kept. When any laboratory or division loans a piece of apparatus that has been charged to it to another laboratory or division a receipt should be obtained and turned over to the storekeeper, so that the proper charge and credit may be made.

H. W. WILEY, *Chief*.

FEBRUARY 8, 1901.

To the chiefs of laboratories and divisions:

Your attention is hereby called to the fact that great care must be exercised to secure a proper separation of waste materials in this building. Three classes of material must be kept separate, as follows:

1. Waste paper and other combustible refuse that can readily be burned under the boilers.

2. Broken glassware, soiled filter paper, and miscellaneous laboratory waste.

3. Organic matter, including sugar beets and other materials similar to kitchen garbage and suitable for collection therewith. There must be no broken glass, paper, or poisonous or corrosive chemicals put with this class of waste.

Materials of class 1 must be put in waste baskets and not in jars provided for materials included in class 2. If your room is not provided with a wastebasket, Mr. Gantt will obtain one for you.

No receptacles are provided in different rooms for materials of class 3. Waste of this class must be sent directly to the receptacle provided for it in the area near the engine-room door.

Separate receptacles are provided for materials of classes 2 and 3 in the area near the engine-room door. Materials of these two classes must be kept absolutely separate, and each must be put in the receptacle provided for it.

H. W. WILEY, *Chemist*.

MARCH 18, 1903.

Chiefs of laboratories and the chief clerk:

Your attention is called to the impropriety of loud and boisterous talking in the Bureau during business hours, and, in fact, during any time, and such conduct must be avoided. The habit of calling through the halls for persons in the laboratories is extremely reprehensible and should be stopped. If members of the Bureau do not respond to the call of the telephone or bell the messenger must be sent for them, and names must not be called in stentorian tones throughout the building.

H. W. WILEY, *Chief*.

MARCH 18, 1903.

Chiefs of laboratories:

The abnormal increase in the gas and electric-light bills for the last two months demands some special attention. You are hereby requested to enforce the following regulations in your laboratories:

Gas should be used in an economical manner, and when gas jets are not in use, even for a few moments, they should be turned out.

Electric lights should be used only when necessary and when not in use should be turned out.

Your attention is called to the fact that while part of the increase of the gas bill comes from the use of the gas ovens in the kitchen, this could hardly be charged with the 100 per cent increase over the month of December shown by the gas bills for the past two months.

You may be interested to know that the gas bill for the last month was a little over \$61, and the electric-light bill nearly \$29, making a total of almost exactly \$90 for the month.

The strictest economy in the use of gas and electricity is enjoined.

H. W. WILEY, *Chief*.

APRIL 29, 1903.

Chiefs of laboratories:

Miscellaneous samples which are accompanied by letters or otherwise specially marked will be indexed in the office of the chief clerk under "M," with a serial number, and a description will accompany the index.

When referred to the several laboratories these miscellaneous samples will be given the regular serial number of the laboratory to which they are assigned together with the serial number from the chief clerk's office.

When the analyses of the miscellaneous samples are completed they are to be reported to the office of the chief clerk for proper entry on the index card. In this way a complete record of the miscellaneous samples can be kept.

H. W. WILEY, *Chief*.

JUNE 2, 1903.

To chief of laboratories:

Screens have been provided for all windows which it is necessary to open for ventilating purposes or otherwise. In order to prevent the ingress of flies and other insects you are requested to see that no windows are opened within the rooms under your jurisdiction unscreened.

You are also requested to see that at the approach of rain, a thunder-shower, or a windstorm the screens are removed and the windows closed.

You are also requested to see that the awnings are tightly reefed on the approach of a storm, and to take other precautions to make the use of the awnings and screens effective and at the same time to protect the building from damage.

H. W. WILEY, *Chief*.

JUNE 9, 1903.

Chiefs of laboratories:

The vacuum service is not to be used for drying flasks or for other purposes where a free current of air can enter. The vacuum should be reserved for drying or evaporating in vacuo. Where a current of air is needed for drying flasks a blast can be used.

Respectfully,

H. W. WILEY, *Chief*.

JULY 1, 1903.

To the chiefs of laboratories and divisions:

Congress having authorized the establishment of the office of chief clerk of the Bureau, the Secretary of Agriculture has appointed M. S. Tidd to that position.

The chief clerk will have general charge of all the correspondence and other clerical work connected with the bureau. All official letters, no difference by whom signed, must be submitted to the chief clerk before signature and must carry the check mark of that office before going to the mail.

Chiefs of laboratories will arrange with the chief clerk for all details of the clerical service of the several laboratories.

H. W. WILEY, *Chief*.

SEPTEMBER 20, 1905.

To the chiefs of laboratories:

An inventory of all permanent fixtures of the Bureau is taken annually and the property clerk of the Bureau is expected to account for every article of the same. In order that he may be able to render a true account, it is directed that no piece of furniture, machinery, or other permanent fixture be discarded, or otherwise disposed of, except through the property clerk of the Bureau.

H. W. WILEY, *Chief*.

OCTOBER 12, 1905.

To the chiefs of laboratories and divisions:

A number of the members of this Bureau are in the habit of sending informal memoranda to the Division of Publications, requesting reports of the Department for their private files. I am informed by Mr. Handy, in charge of the Document Section, that this is inconvenient for him and that such requests should take the regular course, i. e., be given to the chief clerk of this Bureau for approval and entry on the forms used for requesting bulletins. Compliance with this request will result in better service for the applicant and will be appreciated in the Document Section.

H. W. WILEY, *Chief*.

OCTOBER 30, 1905.

To the chiefs of laboratories and divisions:

In order to secure systematic recording and checking of the official mail which comes to the Bureau, a serial method of numbering letters received on official business will be instituted in the near future. It is necessary, therefore, that all mail of an official nature pass through the hands of the chief clerk of the Bureau. Members of the Bureau are requested to have their personal mail sent to their home address, or, if sent to this office, to have it marked "Personal." No communication shall be treated as official, or answer thereto sent out under a frank, unless it be first numbered by the chief clerk.

H. W. WILEY, *Chief*.

DECEMBER 28, 1905.

To the chiefs of laboratories and divisions:

Beginning with January 2, 1906, no application for leave of absence for one day or more will be approved which is made out and presented for approval after the leave has been taken, except in special cases such as sudden illness, accident, or other emergency equally as great.

Employees of the Bureau are hereby informed that leaves of absence for periods covering one day or more must be obtained in advance in accordance with the rules and regulations of the Department.

H. W. WILEY, *Chief*.

JANUARY 26, 1906.

To chiefs of laboratories:

Under the regulations which have lately been established the chief of the Bureau is required to certify to the pay rolls that the payee has been present in accordance with the regulations and has attended to his official duties during the time required therefor.

It is therefore directed that the chiefs of the laboratories and divisions be careful themselves to conform to the regulations requiring attendance from 9 o'clock until half past 4, with 30 minutes' leave for luncheon.

When chiefs of laboratories are tardy for any reason, or take more than a half-hour for luncheon, or leave the building before half past 4 an immediate report of such tardiness or absence is to be made to the chief clerk, or if special excuse is necessary, to the chief of the Bureau.

Each chief of laboratory or division will also certify to the time clerk, before the making up of the rolls at the middle and the end of the month, respecting the attendance of each of the employees in his division, namely, that he has been in attendance as required by the regulations.

The chief of the Bureau will not certify to any name on the pay roll which is not covered by the reports above mentioned, but will attach to the pay roll an exception in those cases where certifications have not been received both in respect of the chiefs of the laboratories and divisions and the persons employed thereunder.

Members of the Bureau who are not attached to any division or laboratory will report directly, in respect of their time, to the chief clerk or to the chief of the Bureau.

Attention is called also to the regulation which requires employees of the Bureau, when they are absent during the day on official business, to leave a record with the chief clerk, orally or otherwise, of this fact before the absence.

Strict attention to these regulations will avoid delay and annoyance in the reception of the pay of the employees of the Bureau.

Respectfully,

H. W. WILEY, *Chief*.

JULY 7, 1906.

To chiefs of divisions and laboratories:

Hereafter all reports of official work of each division and laboratory in the Bureau of Chemistry to go to parties outside shall be prepared for the signature of the Secretary of Agriculture or the chief of the Bureau, as the case may be.

H. W. WILEY, *Chief*.

To the chiefs of laboratories and divisions:

It is directed that when chiefs of divisions and laboratories and those not attached to any division or laboratory have occasion to be absent from the building temporarily they leave word at the office of the chief of the Bureau where they may be found, in order that they may be reached in case of necessity.

It is also directed that chiefs of divisions and laboratories exercise the same supervision over the employees in their charge.

H. W. WILEY, *Chief*.



BUREAU OF ENTOMOLOGY

REGULATION PERMITTING CONDITIONAL ENTRY INTO THE UNITED STATES OF CERTAIN MOTH PARASITES

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., November 21, 1905.

REGULATION 1. Under authority of section 3 of the act of Congress approved March 3, 1905 (33 Stat. L., 1269), it is ordered that packages containing parasites of the gypsy moth, parasites of the brown tail moth, parasitized gypsy moths, and parasitized brown tail moths, or any of them, when addressed to A. H. Kirkland, 6 Beacon street, Boston, Mass., U. S. A., or to the Superintendent for Suppressing the Gypsy and Brown Tail Moths, 6 Beacon street, Boston, Mass., U. S. A., may be shipped, until otherwise ordered, from any European country into the United States, entry to be made either through the port of Boston or the port of New York.

Done at Washington, this 21st day of November, 1905.

Witness my hand and the seal of the Department of Agriculture.

[SEAL.]

JAMES WILSON, *Secretary.*

OFFICE OF PUBLIC ROADS

GENERAL ORDER 1

DECEMBER 15, 1905.

To all employees of the Office of Public Roads:

In order that there may be no ground for criticism of the employees of this Office, and to insure cordial relations with local communities, it is hereby ordered that no employee of the Office shall require of local officials or citizens the payment of his subsistence or incidental personal expenses. Employees will not use influence of any character or make any representation, directly or indirectly, for the purpose of causing their expenses to be paid in this way.

Should a situation arise to which this order will not apply, the fact should immediately be communicated to the Office in order that proper instructions may be given.

In order that no unjust discrimination shall be made for or against any road machinery manufacturers, it is further ordered that all employees shall refrain from comment concerning road machinery, whether used by this Office or not, which would tend to promote or hinder the sale of road machinery manufactured by any particular company. It is not intended that the men in the field shall decline to answer legitimate questions concerning the use or benefits of road machinery in general. This order simply means that, so far as this Office is concerned, every road machinery company shall have equal opportunities.

Very respectfully,

LOGAN WALLER PAGE,
Director.

Approved:

JAMES WILSON, *Secretary.*



DIVISION OF PUBLICATIONS.

IN RE COMMUNICATIONS TO PUBLIC PRINTER IN REGARD TO
PRINTING OR BINDING.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., January 28, 1891.

Hon. F. W. PALMER,
Public Printer, Washington, D. C.

DEAR SIR: Permit me to request that hereafter no printing or binding work of any kind be undertaken on account of the printing fund of this Department unless the order for such work be given upon a requisition duly numbered and bearing the stamp of the Division of Records and Editing of this Department; and, furthermore, that you will instruct your employees that no communications or papers pertaining to work chargeable as above to the printing fund of this Department shall be recognized as official unless bearing the stamp of the division mentioned.

I have the honor to remain, yours, very respectfully,

(Signed) J. M. RUSK, *Secretary.*



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Rules and Regulations
governing the
Department of Agriculture
in its various branches

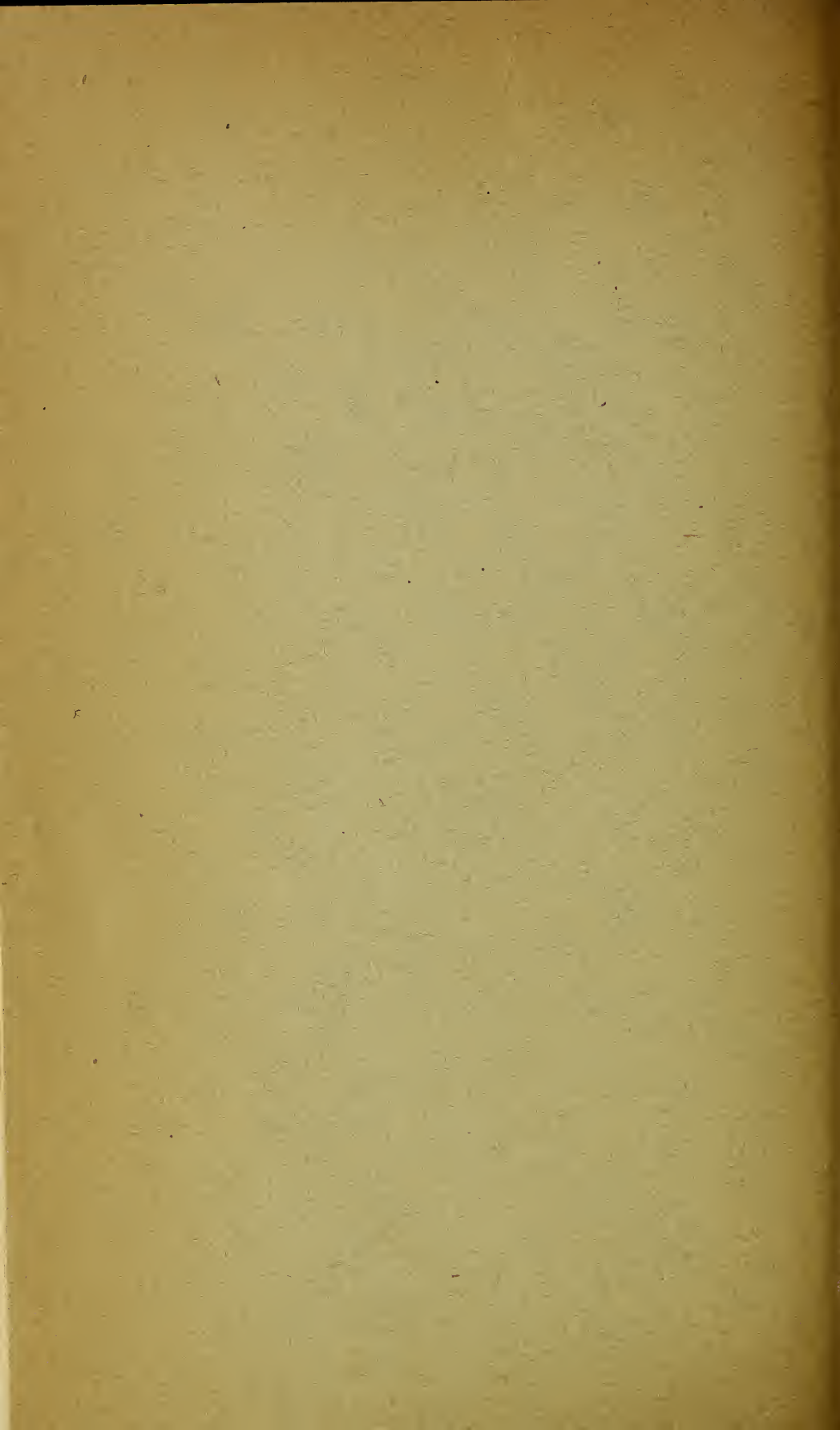
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IN TWO PARTS
PART 2

FEBRUARY 26, 1907
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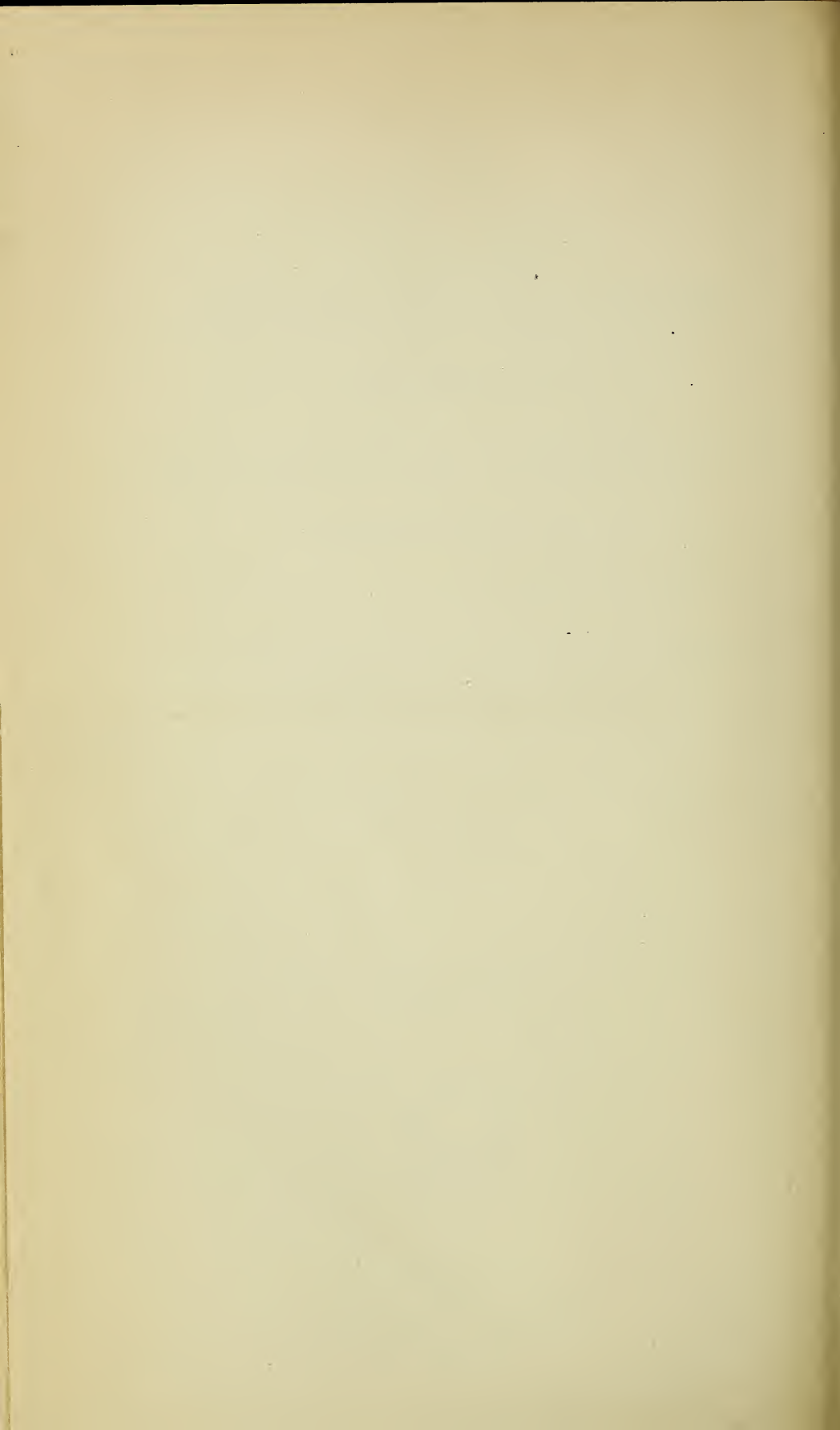
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Forest Service

BUREAU ORDERS

Bureau Order 1

SUBSTITUTION OF ADDRESSED FRANK FOR THE PUBLICATION ORDER

OCTOBER 27, 1903.

The use of the publication order, both for domestic and foreign addresses, is discontinued in this Bureau. As a substitute, the name and address of the person to whom publications are to be sent will be typewritten upon the face of the penalty frank. Upon the back of the frank will be typewritten, or stamped with rubber stamp, a description by number of the publications to be forwarded, in accordance with the sample attached. When publications of the Bureau and Farmers' Bulletins are to be forwarded to the same address, two franks will be prepared, one for publications of the Bureau and the other for Farmers' Bulletins, since the fact that publications of the Bureau and Farmers' Bulletins are stored in different parts of the document section of the Division of Publications renders this necessary. The franks will be delivered to the section of correspondence and files, in order that they may be indexed for future parts of Bulletins 24 and 36, and to guard against requests for publications which are not available. The franks will then be forwarded by the section of correspondence and files to the Division of Publications.

For those publications to be forwarded to foreign addresses the foreign penalty frank will be used. This frank may now be obtained from the section of correspondence and files.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 2

RECORDS OF PUBLICATIONS DISTRIBUTED

OCTOBER 27, 1903.

Beginning with November 1, the daily book record and the distribution ledger of publications distributed by the Bureau will be discontinued. In their place a memorandum will be kept in the section of correspondence and files of each edition of a publication as it appears, and of inventories as they are obtained, when necessary, from the document section of the Division of Publications.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 3**POSTAL CARD REPLY TO REQUESTS FOR PUBLICATIONS**

OCTOBER 27, 1903.

Hereafter postal card replies to requests for publications will contain neither superscription nor space for the date of the request. Following the space for the entry of publications to be forwarded will be inserted the words "Which may not reach you before the expiration of two weeks from this date."

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 4**CIRCULAR LETTER REGARDING USE OF PENALTY FRANKS**

OCTOBER 27, 1903.

The use of the circular letter forbidding the use of franks for shipping personal property and equipment is discontinued, and its substance will be embodied in the next edition of the Green Book.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 5**RECEIPT CARD FOR REGISTERED MAIL, TELEGRAMS, EXPRESS, AND FREIGHT**

OCTOBER 27, 1903.

The receipt card for mail and telegrams is discontinued, both as a receipt to the mail clerk and as a record of mail and telegrams received.

The card record of incoming and outgoing freight and express will be continued, but a receipt for incoming freight and express will not be required.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 6**RECORD OF REGISTERED MAIL SENT**

OCTOBER 27, 1903.

For the present system of handling registered mail and the card record now kept by the section of correspondence and files the following procedure is substituted:

All matter for registration will be delivered by the stenographer to the section of correspondence and files not later than 3 o'clock, with verbal request to register, and not to the messenger's desk as heretofore. In the section of correspondence and files will be typewritten

upon the post-office receipt blank a description of the matter sent to the post-office for registration, with one carbon copy. The messenger to whom matter for registration is intrusted will initial the post-office receipt and the carbon copy. The carbon copy will be retained as a reminder until the post-office receipt, duly signed by the registry clerk, is returned to the section of correspondence and files by the messenger. The carbon will then be destroyed, and the signed post-office receipt filed in the section of correspondence and files.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 7

REQUISITION FOR CAR TICKETS

OCTOBER 27, 1903.

The use of the requisition slip for street-car tickets is discontinued. The section of correspondence and files will continue custodian of street-car tickets. The chief of the section will keep a record book of his disbursements of car tickets, in which will appear, in the debit column, the number of tickets deposited with him, and in the credit column the number of tickets disbursed and the signature of the recipient. This form of record will supersede the memorandum record now kept.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 8

MONTHLY REPORT TO THE FORESTER

OCTOBER 27, 1903.

The monthly report to the Forester, heretofore required from all members of the Bureau, is discontinued.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief.*

Bureau Order 9

REQUISITION FOR POSTAGE FOR FOREIGN MAIL

NOVEMBER 6, 1903.

The use of the requisition for foreign mail is discontinued, and the slip, a sample of which is attached, obtainable from the section of correspondence and files, is substituted for it. The stenographer will attach this slip by clip to the letter or package requiring foreign postage. The letter or package, with the slip attached, will be sent to the section of correspondence and files, where the necessary postage will

be affixed and record made of the name of the addressee, the date, and the amount of postage affixed.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief*.

Bureau Order 10

REQUISITION FOR SUPPLIES

NOVEMBER 6, 1903.

The use of the requisition for office supplies, of the purchase requisition, and of the requisition for forwarding instruments and field supplies, of which samples are attached, is discontinued. The requisition of which a sample is also attached is substituted for the three. The new requisition has space for number, the name and address of the person for whom the articles required are intended, the name of the division and the signature of its chief, a description of the articles, a report of action, and the signature of the chief of records.

As a requisition for instruments and for field or other supplies to be sent away from the office, the use of the new form is as follows: A requisition will be prepared with two carbon copies made, not upon blank sheets, but upon blank requisition forms, in the division in which the request originates. No entry will be made under "No." or "Action." One carbon copy will be filed in the division as a record of the requisition. The requisition and one carbon copy will then go to the chief of records for his signature, and then to the property clerk for action. If the articles required are in stock, the property clerk will ship them, enter the date of shipment upon the carbon copy, and return it as a report of action to the division from which the requisition came. From the requisition the instrument and property clerk will make out the invoice and receipt forms, which will be mailed at the time of the shipment. Should a part of the articles on the requisition not be in stock, the property clerk will return the requisition and carbon copy to the division from which the requisition came, bearing identical indorsements stating the articles not in stock and estimating the time necessary to procure them. The purpose is to enable the chief of division to decide whether the delay in forwarding these articles will affect his plans for their shipment. If he still desires the original requisition filled, he will signify his approval of the indorsed requisition by O. K. and initials under the indorsement, and return it to the property clerk, retaining the carbon. The property clerk will then ship those articles in stock for which the requisition calls, forwarding invoice and receipt forms covering their shipment, and bearing in the "Remarks" column an indorsement identical with that furnished the chief of division, thus giving notice of the articles to follow and the probable delay in their delivery.

No carbon copies will be made of requisitions for articles to be used in the office. No report of action upon such requisitions will be made by the property clerk, since in the case of articles required for office use delay is exceptional, and in its event the originator of the request may always make personal inquiry of the chief of records.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief*.

Bureau Order 11

INSTRUMENT AND EQUIPMENT CARD

NOVEMBER 6, 1903.

The use of the instrument and equipment card is discontinued, and the use of the form of which a sample is attached is substituted for it, which will be filed under the loose leaf ledger system.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief*.

Bureau Order 12

INDIVIDUAL ACCOUNT OF INSTRUMENTS SHIPPED

NOVEMBER 6, 1903.

The use of the individual account form of instruments shipped to members of the Bureau is discontinued, since its place is taken by the invoice and receipt forms.

By order of the Forester:

JAMES B. ADAMS, *Acting Chief*.

[Bureau orders 13, 14, and 15 omitted; superseded by Service order 106.]

Bureau Order 16

REQUESTS FOR PUBLICATIONS, MAPS, ETC., FOR BUREAU OF FORESTRY

DECEMBER 8, 1903.

Hereafter when letters are written in the Bureau of Forestry addressed to other bureaus or divisions in the Department of Agriculture, or to other Executive Departments, containing requests that publications, maps, etc., be furnished to the Bureau of Forestry (not to individual members of the Bureau), carbon copies of such letters will be retained by the mail clerk until the publications or maps are received and delivered to the division in which the request originated. The carbon copies will then be filed in the general files.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 17

DISALLOWANCE FOR EXCESSIVE EXPENDITURES

DECEMBER 10, 1903.

In connection with paragraph 12*g* of the Fiscal Regulations of the Department of Agriculture, which defines the proper and legitimate traveling expenses authorized by the Department, the members of the Bureau of Forestry are informed that expenditures for single meals in excess of \$1 will be disallowed, unless a satisfactory explanation of such excessive payments accompanies the voucher for reimbursement.

It is not expected that any member of the Bureau will incur heavier expenses for travel and subsistence than would be incurred by a business man of ordinary means traveling for business purposes. Extravagance will be discountenanced throughout, and no excessive expenditure of any kind will be allowed unless the voucher for reimbursement is accompanied by a satisfactory written explanation.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Bureau order 18 omitted; superseded by Service order 106.]

Bureau Order 19

ADDRESS CARDS

DECEMBER 12, 1903.

Hereafter the postal card for addresses of members of the Bureau will be forwarded to the division to which the member transmitting his address is assigned. It will therefore be necessary for the member who forwards a postal card bearing his address to write on the face of the card the name of the division to which he is assigned. The division will transmit promptly to the Division of Records, for permanent filing, cards received from its members.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Bureau order 20 omitted; superseded by Service order 106.]

Bureau Order 21

NUMBERED REFERENCES OF CORRESPONDENCE TO DIVISIONS

DECEMBER 16, 1903.

Hereafter the numbered reference of correspondence to divisions by the mail clerk will include only communications from any of the following classes of correspondents:

1. Cabinet officers and officials of the Executive Departments.
2. Officials of foreign governments.
3. State officials.
4. Senators and their secretaries.
5. Representatives and their secretaries.
6. Members of the diplomatic service.
7. Answers received to communications signed by the Forester, and other letters evidently of great importance.

Correspondence which does not fall in one of these classes will be referred by stamp without number, and no report of action will be required from the stenographer of the division. Letters upon which report of action is required will be numbered. The record of letters referred will include hereafter only correspondence of which numbered reference is made.

Numbered references to divisions from the office of the Forester will be made as heretofore, and cards giving report of action will be sent by stenographers directly to the secretary of the Forester.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 22

MEMORANDUM FOR PHOTOGRAPHIC WORK

DECEMBER 28, 1903.

The use of the requisition for photographic work, a sample of which is attached, is discontinued, and the form, of which a sample is also attached, is substituted for it. This memorandum, which is made upon the chief of dendrology, provides for a complete requisition for any photographic work that may be required in the Bureau. Since in requesting films, requisitions is also made for the necessary notebooks, for developing, and for printing, these steps will not require additional requisitions. The form upon the back of the memorandum is for the recommendations of the chief of dendrology in cases of loan or gift, a province hitherto filled by the Bureau photograph committee.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 23

FORM FOR RECOMMENDATIONS OF AUTHOR AND COMMITTEE UPON
PRINTS FOR COLLECTION

DECEMBER 28, 1903.

The form, of which a sample is attached, will hereafter accompany all prints sent from the photograph laboratory to the author. The author will enter in the space provided upon the form the numbers of the prints he recommends for the photograph collection, will affix his signature, and return the form with both recommended and rejected prints to the photographer. The photographer will then forward for final action the prints and the form bearing the recommendations of the author to the photograph committee, which consists of the chief of dendrology and the chief of the division in which the photographs were taken.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 24

LETTER TRANSMITTING PRINTS TO AUTHOR

DECEMBER 28, 1903.

The form letter containing suggestions for selection, which hitherto has accompanied prints transmitted to the author, is discontinued, since its substance will soon be incorporated in the printed instructions in the front of the photograph notebook.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 25**MONTHLY RECORD OF OUTSTANDING REQUISITIONS ON THE
PHOTOGRAPHER**

DECEMBER 28, 1903.

The monthly record of outstanding requisitions on the photographer is discontinued.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 26**REFERENCE FILES TO LITERATURE**

JANUARY 5, 1904.

Hereafter only one reference file to literature will be kept in the Bureau. This reference file will be kept in the library for the use of all members of the Bureau.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 27**THE GENERAL MAILING LIST**

JANUARY 5, 1904.

To names upon the general mailing list are sent descriptive notices of all bulletins of the Bureau, and all other publications without notice. The general mailing list from January 1, 1903, to January 1, 1904, was increased by 393 names only. Such increase does not correctly represent the growth of interest in the work of the Bureau during that period. It is urged upon all members that through their efforts alone can the general mailing list be made most effective, and that they should make special effort to add to it the names of those to whom the publications of this Bureau would be of real interest and assistance.

Chiefs are requested to bring this order to the attention of all members of their divisions whom it concerns.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 28**TEMPORARY TRANSFER OF INSTRUMENTS AND EQUIPMENT**

JANUARY 6, 1904.

The form, of which a copy is attached, is for use in the field and to cover purely temporary transfers of instruments or field equipment, since such transfers are not of sufficient permanence to be recorded

by the invoice and receipt forms. The form for temporary transfer should not be sent in to the bureau, but should be retained by the member transferring instruments or equipment as a memorandum receipt until their return from the member to whom he transfers them.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 29

FORM FOR BOARD OF SURVEY

JANUARY 6, 1904.

The use of the form, a copy of which is attached, will constitute a board of survey through which may be condemned articles lost, worn out, or broken beyond repair which were obtained from the Bureau through the use of the invoice and receipt form. The use of the form will thus provide the Bureau with certificates covering all articles lost or damaged beyond repair, and will upon the basis of his own statement charge the member of the Bureau by whom the articles lost, broken, or worn out were held, with responsibility, or relieve him of it.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 30

REQUISITION FOR GRAPHIC WORK

JANUARY 6, 1904.

The use of the forms, copies of which are attached, is discontinued, and that of the new requisition for graphic work, of which a copy is also attached, is substituted for them. The new requisition, which is made upon the chief of forest measurements, provides for a complete outline, either for miscellaneous graphic work or for maps.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 31

RECORD OF ANNUAL AND SICK LEAVE

JANUARY 6, 1904.

Hereafter records of the annual and sick leave taken by members of a division will not be kept in that division. Such records will be kept for the whole Bureau by the time clerk, and copies of the records of annual and sick leave of members of a division will be furnished at any time to that division on request upon the chief of records.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 32

PRESS BULLETINS

JANUARY 14, 1904. (Revised May 25, 1904.)

Until further notice chiefs of division will forward to Mr. Peyton Brown, as near the 1st and 15th of each month as practicable, material for press bulletins descriptive of the work of their divisions which is of general interest.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Bureau order 33 omitted; superseded by Service order 121. Bureau order 34 omitted; superseded by Service order 106.]

Bureau Order 35

RETURN OF CORRESPONDENCE TO FILES

JANUARY 25, 1904.

Hereafter all letters taken from divisional files will be stamped "Return to—" followed by the name of the division from which the letter is taken. Rubber stamps are provided for this purpose.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 36

ORGANIZATION OF EDITORIAL WORK

JANUARY 29, 1904.

Hereafter no chief of division will authorize the preparation of material for a bulletin in his division until its general scope and treatment have been discussed with the editor and its table of contents approved by him.

No manuscript for a bulletin will be finally submitted to the editor until it is complete in all its parts. After the chief of division has approved the manuscript, he will be held accountable for its substance, scope, and method.

In the preparation of a manuscript the author will discuss with the chief of the section of forest computation the form and treatment of tables, curves, and all mathematical results tabularly or graphically expressed; he will discuss with the photographer the suitability of the photographs used to illustrate the manuscript and the advisability of their reduction or enlargement, and he will discuss with the draftsman the form and details of all maps and also all diagrams which would be prepared by the draftsman. The manuscript when transmitted to the editor will bear the written O. K. of the chief of division, the chief of the section of forest computation, the photographer, and the draftsman, which will indicate their approval as correct and suitable for publication of whatever in it falls within their respective provinces.

When the manuscript has been edited, the editor will discuss his changes with the chief of division. In the case of disagreement between the editor and the chief of division concerning the desirability of suggested changes, the final decision whether the changes shall stand will be referred to the Forester. No manuscript will be submitted to the Forester for transmittal until it bears the written O. K. of the editor and chief of division.

After a bulletin has been transmitted for publication by the Forester, the responsibility of putting it through the press will rest solely upon the editor. He will submit to the chief of the section of forest computation proofs of all tables and curves for revision or approval; to the photographer proofs of all photographic illustrations, and to the draftsman proofs of all maps and diagrams. He will deal directly with these members of the Bureau and with the Division of Publications. The editor will send first galley proof, after reading it, to the chief of division, who will consider it, and, if desirable, transmit to the author. The editor will make no change in proof which involves technical questions without obtaining the approval of the chief of division.

The preparation of all announcement cards of publications will be the duty of the editor.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 37

TRANSFER OF PHOTOGRAPHIC LABORATORY

FEBRUARY 8, 1904.

Hereafter the photographic laboratory will be under the direction of the chief of records. This transfer is made at the request of the chief of dendrology, in order that he may be relieved from purely routine duties and be permitted to give fuller attention to urgent dendrological work.

All matters pertaining to the selection of photographs for the Bureau collection will be referred to Mr. Sudworth as chairman of the photograph committee.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 38

BUREAU CALENDAR

FEBRUARY 11, 1904.

The following bureau calendar has been adopted:

July 1.

Estimates by chiefs for Forester of amounts required by their offices for the next fiscal year.

Filling in efficiency sheets for second half of fiscal year by chiefs for signature of Forester.

July 15.

Report from chief of records to Forester on percentage and cost of field and office work.

August 15.

Formal applications to chiefs from student assistants who wish winter work and indorsements of field officers. Applications, indorsements, and recommendations of chiefs submitted to Forester.

September 1.

Estimates for Secretary of appropriation for the Bureau for the next fiscal year. Forester.

Transmittal of annual report to Secretary. Forester.

Notification of student assistants to be retained during winter season. Forester.

November 15.

Yearbook articles due.

December 1.

Plans for work and estimates of expenditures for second half of current fiscal year. Chiefs.

Short report on progress from chiefs to Forester.

January 1.

Filling in efficiency sheets for first half of current fiscal year by chiefs for signature of Forester.

February 1.

Reports of standing committees:

Instrument committee.

Library committee.

March 1.

Plans for work and estimates of expenditures for remainder of current fiscal year and for the next fiscal year. Chiefs.

Estimates of number of student assistants and new men required for remainder of current fiscal year and for the summer season of next fiscal year.

March 15.

Preparation of field assistant examination papers.

May 1.

Final selection of student assistants.

Assignment of Yearbook articles by Forester.

May 15.

Final estimate of expenditures for the next fiscal year for the purpose of making allotments. Chiefs to Forester.

Revision of March plans for work by chiefs.

For remainder of current fiscal year.

For the next fiscal year.

Notice by Forester to chiefs of character and length of annual reports desired.

June 1.

Allotment to offices for next fiscal year. Forester.

Recommendations for promotions. Chiefs to Forester.

June 15.

Annual report to Forester from chiefs.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Bureau Order 39.

ASSIGNMENT OF BOOKS FROM LIBRARY

FEBRUARY 26, 1904.

All books belonging to the library of the bureau and now assigned to divisions or to individual members will be returned to the library at once. Hereafter applications for the indefinite assignment of books to any division or member of the bureau will be submitted to the bureau committee for approval before such assignment is made.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

[Bureau order 40 omitted; superseded by Service order 121.]

Bureau Order 41

FIREPROOF REPOSITORY FOR BUREAU RECORDS

FEBRUARY 29, 1904.

In accordance with the action taken by the bureau committee, a fireproof repository outside of the Atlantic Building will be secured, in which will be deposited valuable records of the Bureau of Forestry, consisting of duplicate copies of reports and maps, original data in forest measurements, and photographic negatives.

Chiefs of division are requested hereafter to deliver all material of the above description in their respective divisions to the chief of records, who will provide for its safe and convenient storage.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Bureau Order 42**COOPERATION BETWEEN DIVISIONS**

MARCH 26, 1904.

As the divisions grow larger and their scope increases, their work loses in effectiveness in many lines by the attempt to carry it on independently of each other. Recognition of the necessity of cooperation between divisions in those lines of work in which two or more divisions are interested is essential to the best results. And when the work contemplated by one division is in the field officially assigned to another division, the approval of the latter should in every case first be obtained to the plans.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 43**REPORTS UPON FIELD WORK**

MARCH 26, 1904.

Hereafter all field work should so be planned that a report upon it will be written before the man who has done the work is assigned to new work or leaves the service.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 44**FILING LETTERS OF CORPORATIONS, COMPANIES, OR FIRMS**

APRIL 2, 1904.

In order to provide uniformity in filing letters written to or received from corporations, companies, or firms, the following procedure will be followed:

Letters upon the business of a corporation, company, or firm, will be filed under the title of that corporation, company, or firm. This will apply to incoming letters signed by the corporation, company, or firm, or by an individual representing it, and to outgoing letters addressed to a corporation, company, or firm, or to the person representing it.

Letters received upon paper bearing the letter head of a corporation, company, or firm, which do not deal with its business, will be filed under the name of the writer; letters written to a member of the corporation, company, or firm, not dealing with its business, will be filed under the name of the person addressed.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Bureau order 45 omitted; superseded by Service order 106.]

Bureau Order 46

GENERAL SUPERVISION OF CORRESPONDENCE FILES

APRIL 2, 1904.

In order to carry out the policy of making the divisional correspondence files component parts of the bureau file and to provide for uniformity in filing, the chief of records will hereafter exercise general supervision over the methods of filing in correspondence files throughout the Bureau.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Bureau order 47 omitted; superseded by Service order 106.]

Bureau Order 48

PUBLICATION OF AUTHORIZED STATEMENTS IN TECHNICAL JOURNALS

APRIL 13, 1904.

Whenever a chief of division has in his possession results of investigations which he wishes to make public immediately and which would in his opinion be given out more advantageously by an authorized statement in a technical or trade journal or similar publication than by issuing a circular or a press bulletin, he may request the Forester to ask the consent of the Secretary of Agriculture to such publication in a specified journal or journals with the statement that it is authorized by the Secretary.

The purpose is thus to provide an additional means of publishing authorized information, not to cut off such communication of facts to newspapers through individual interviews, etc., as has been customary in the past, under the exercise of reasonable judgment.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 49

SUBSTITUTION OF INITIALS FOR SIGNATURE ON ROUTINE PAPERS WITHIN THE BUREAU

APRIL 13, 1904.

Hereafter in signing or approving requisitions or other routine documents within the Bureau only the initials will be required.

The full signature will be affixed, as heretofore, to documents involving departmental action.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 50

WORK OF COMMITTEE ON TECHNICAL PROCESSES

APRIL 13, 1904.

The committee on technical processes is engaged in the collection of all data in the Bureau upon commercial trees. The purpose is to bring together results of value for publication and to supply information necessary to concentrate upon studies as yet incomplete. The work has been begun by the collection of data upon the yellow poplar. It will be continued to cover other commercial trees studied by the Bureau, and the collection and classification of new data as it is obtained will become a permanent part of the work. Members of the Bureau will be expected to give all assistance in their power to the work of the committee.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 51

REFERENCE WORKS FOR LIBRARY

MAY 16, 1904.

In order that the library of the Bureau of Forestry may be fully equipped with books and other forest literature required for reference in the various lines of the Bureau's work, all members of the Bureau are requested to cooperate in this by suggesting to the chief of dendrology desirable publications not now contained in the library. The cooperation of chiefs of division is especially desired.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 52

ILLUSTRATIONS

MAY 23, 1904.

Hereafter the manuscript of every illustrated publication of the Bureau of Forestry will be accompanied by a statement prepared by the author, setting forth for each illustration the reasons which make its inclusion necessary.

The Secretary of Agriculture has directed that illustrations be included only when their omission would make the proper understanding of the text by the reader impossible or extremely difficult.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 53

SAFETY MATCHES

MAY 28, 1904.

Hereafter only safety matches will be used in the Bureau of Forestry.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 54

SCRATCH PAPER

MAY 31, 1904.

Hereafter yellow scratch paper will be used in the Bureau of Forestry for all memorandums and for typewritten scratch copies, and the use of letter and note paper will be restricted to correspondence, final reports, etc.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 55

REPORTING ERRORS IN PUBLICATIONS

JUNE 21, 1904.

Hereafter errors, inaccuracies, or misprints of any kind in the publications of the Bureau of Forestry, when discovered by members of the Bureau, will be reported at once to the office of the editor for correction in subsequent editions.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 56

RECORD OF STUDIES CONDUCTED BY THE BUREAU

JULY 28, 1904.

Beginning July 1, 1904, a record will be kept in the section of accounts of the cost of every study conducted by the Bureau. The data for this record will be furnished by members of the Bureau upon Form S. This form, filled in in accordance with the instructions printed upon it, must accompany every expense account submitted for settlement. Form S will be transmitted from the section of accounts to the division concerned, for audit, and must bear the approval initial of the chief or acting chief of that division before being returned to the section of accounts for entry.

Record of field assignments will be kept as follows in each division in order to aid in the audit of Form S: (1) A file arranged alphabetically by the names of members of the division upon which will be entered the name, the field assignment, and subsequent changes; (2) a file arranged by individual pieces of work or studies. In this file the guide cards will bear a brief description of the piece of work, and behind them will be placed cards, each bearing the name of a member of the division assigned to the piece of work described upon the guide card.

When a man is transferred from one piece of work to another, an entry will be made upon his card of the termination of his services under that piece of work, and another card bearing his name and the date of his new assignment will be placed behind the guide card describing the piece of work to which he is newly assigned. In this

way the index will furnish both a complete history of assignments to every piece of work conducted by the division and a personal record showing the work upon which each member of the Bureau has been engaged.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Bureau order 57 omitted; superseded by Service order 106.]

Bureau Order 58

DESIGNATION OF OFFICIAL STATION IN LETTER OF AUTHORIZATION

NOVEMBER 2, 1904.

Hereafter, in drawing Bureau letters of authorization, the official station of the person in whose favor the letter is drawn will be designated. Chiefs of division are requested to include the necessary information in memorandums for letters of authorization.

The attention of the chiefs is called to regulation 12 of the Fiscal Regulations, which allows lodging and subsistence during temporary duty in one locality in the field not to exceed thirty days unless otherwise provided in the letter of authorization. When such extension is necessary, the memorandum for letter of authorization to provide for the additional time will state the period during which the work in that locality will be continued.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 59

FILE OF COMPUTED FOREST MEASUREMENTS

NOVEMBER 22, 1904.

A complete file, arranged by species and by regions, of all computed forest measurements taken by the Bureau is maintained in the section of forest computation for the use of members of the Bureau. Access to the file can be had through the chief of the section of forest computation, and copies of computed forest measurements desired can be obtained from him.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 60

FILING MANUSCRIPTS FOR REVISION BY THE EDITOR

DECEMBER 5, 1904.

Revision of manuscripts for publication as bulletins will ordinarily be undertaken by the editor in the order in which they are received and filed in the editor's office. In order to be filed, manuscripts must be completed and accompanied by the necessary illustrations, tables, and diagrams, and must have been submitted and approved as required in Bureau order 36. Chiefs of divisions may at any time

make changes in the order in which manuscripts originating in their several divisions shall be taken up, but only by direction of the Forester or Acting Forester shall any manuscript of one division be given precedence over that of another which was registered earlier.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 61

OWNERSHIP OF MATERIALS AND SUPPLIES PURCHASED WITH
COOPERATIVE FUNDS

DECEMBER 9, 1904.

Hereafter cooperative agreements will provide that all practically usable machines, implements, and materials furnished from cooperative funds will be turned over to the contributor when no longer needed in the work, together with all unexpended cooperative funds. All other machines, implements, and materials and all specimens, samples, models, plans, drawings, negatives, and notes or manuscripts which have resulted from the cooperative work and which may be desired for use in the Bureau as records or for publication will be retained by the Bureau. Inventions made in the course of such work, if patented in the United States, will be patented only for the purpose of assignment to the Government.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 62

TENTATIVE ESTIMATES AND PROPOSALS FOR NEW WORK

JANUARY 28, 1905.

Hereafter tentative estimates and proposals for new work will be exchanged by the chiefs of division one week in advance of the time when the estimates or proposals are to be submitted to the Forester.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 63

FILING REPORTS ON FIELD WORK

FEBRUARY 7, 1905.

Hereafter no independent piece of field work undertaken by a member of the Bureau will be deemed complete until embodied in a legible and intelligible report, signed by the author and approved by the chief of office, and dated with month and year when the field work was done. In no case will the field notes be accepted in lieu thereof. This report will be preserved in the office file, and must not be mutilated or changed in any manner. If needed for any purpose other than for reference an extract or copy will be procured.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 64**ASSOCIATE EDITOR**

FEBRUARY 18, 1905.

Mr. Alfred Gaskill now holds the position of associate editor in the editorial section of this Bureau. Under the direction of Mr. Smith, he is charged particularly with the consideration of material submitted for publication, from the technical standpoint and from the standpoint of forest policy. Chiefs of offices will give his suggestions and criticisms the full consideration necessary to the effective conduct of his work.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 65**OFFICES**

FEBRUARY 23, 1905.

Hereafter those organized lines of work in the Forest Service now known as divisions will be designated offices.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 66**FURLOUGHS IN CLASSIFIED FOREST SERVICE**

FEBRUARY 27, 1905.

It is in many cases desirable, when a member of the classified Forest Service leaves it for other work, that he should retain his civil-service status, in order that he may be available at any time for reinstatement in the Forest Service. If such a man is separated from the service he will lose his civil-service standing at the expiration of one year unless he is reappointed within that time for a period of not less than one month. But if furloughed without pay for an indefinite period when no definite period can be assigned, he will retain his civil-service standing continuously without need for reappointment as in the above instance. Chiefs of offices are requested to bear this in mind in terminating appointments of members of the Bureau in the classified Forest Service.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 67**SECTION OF WOOD RESERVATION**

MARCH 1, 1905.

The eastern, central, and western sections of wood preservation work in the office of forest products of the Bureau of Forestry are hereby abolished. In lieu thereof wood preservation will hereafter

form one section and for the present will be in charge of the chief of forest products, who will at once inform the members of that section of this change and give necessary directions for the progress of the work.

The chief of records will make the necessary changes in accounting to conform with this order.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 68

FIELD MEN TO CALL UPON THE FORESTER

MARCH 1, 1905.

It is the request of the Forester that members of the Bureau of Forestry call upon him at his office before leaving Washington for extended service in the field, and also as soon as practicable after their return to Washington from such field service.

JAMES B. ADAMS, *Chief*.

[Bureau order 69 omitted; superseded by Service order 106]

Bureau Order 70

FOREST INSECT INVESTIGATIONS

MARCH 22, 1905.

The Bureau of Entomology, through Dr. A. D. Hopkins, in charge of forest insect investigations, is prepared to cooperate with the Bureau of Forestry in studies of the causes and extent of forest insect ravages, and to recommend to this Bureau measures for their prevention and control. The attention of all members of the technical force of this Bureau is called to the possibilities of this cooperation, which should be taken advantage of to the fullest extent.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 71

SELECTION OF SUBJECTS FOR NEW LANTERN SLIDES

MARCH 30, 1905.

Hereafter, in order to maintain uniform excellence in the Bureau collection of lantern slides and to avoid unnecessary duplications, all requests for new slides will be submitted for approval to the chairman of the photograph committee.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 72

DISPOSITION OF PAPERS AND DESK EQUIPMENT OF FIELD MEN
LEAVING WASHINGTON

MAY 9, 1905.

Members temporarily occupying office quarters in the Atlantic Building will remove all papers from desks and file cases before leaving Washington for field work. Papers which may be required by the chief of the office concerned during the absence of the members will be turned over to the chief for filing. All other papers to be preserved will be packed in bundles, plainly marked, and delivered to the property clerk for storage. Papers left in desks will be destroyed as waste paper, and members will be held responsible for any resulting loss of Bureau documents.

Chiefs are requested to instruct field men to turn in to the property clerk, before leaving for the field, the desk equipment they have been using.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 73

INSTRUCTIONS ABOUT TAKING CONTRASTED PHOTOGRAPHS

MAY 31, 1905.

The photographic collection of the Bureau is seriously deficient in pictures which show what forestry accomplishes. There is a constant demand for contrasted views which can not be satisfied. Field men are directed to give especial attention to obtaining photographs before work in which they are interested is begun, at intervals during its progress, and after it is finished. Wherever practicable, the camera should be set on the same spot for each exposure, and focused upon the same object.

This rule is not meant to apply to the work of one season only. An effort should be made to get pictures of the same subject at intervals of one or more years.

When pictures of this kind are taken, a clear memorandum will be made in the notebook, so that they may be properly catalogued. The Librarian will pay especial attention to such notes, and index the pictures so that all of one series shall be brought together.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 74

ADDITIONS TO MAILING LIST

JUNE 24, 1905.

As a means of increasing the mailing lists of the Bureau, all chiefs of offices will hereafter furnish to the chief of the mailing list section the names, addresses, and occupations of correspondents whose letters indicate an interest in forestry.

Names to go on the special list should be followed by (S); those to go on the general list by (G). All others will be put on the extra list.
By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 75

SECTION OF LUMBER TRADE

JULY 1, 1905.

A section of lumber trade is hereby established in the office of forest products, to study the supply, transportation, markets, and uses of lumber and other forest products. The chief of the office of forest products will make the proper assignments to the section, and the chief of records will make the necessary changes in accounting to conform to this Order.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 76

NECESSARY REFERENCES TO OTHER BUREAUS OR DIVISIONS

JUNE 27, 1905.

As the result of negligence, a statement regarding insect damages in a proposed bulletin of this Bureau was not submitted to the Bureau of Entomology until the bulletin was in galley proof. The chief of every office will see to it that he approves no bulletin for publication which contains data about forest insects, or deals with any other branch of science handled in another bureau or division of the Department, until it has been submitted to the proper authorities for approval. No excuse is possible for neglect of this rule.

By order of the Forester:

OVERTON W. PRICE, *Acting Chief*.

Bureau Order 77

NAMES FOR EXTRA MAILING LIST

JULY 14, 1905.

All members of the Forest Service are directed to send in names of persons who would be interested in its publications. The occupation or chief interest should be noted in every case. The Service is preparing one very extensive list to which a restricted number of publications of general interest will be sent. Unless otherwise requested, names sent in will be added, not to the regular mailing list, but to this large "extra" list. Special attention is directed to this order, in the interest of the general progress of forestry in the United States.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Bureau order 78 omitted; superseded by Service order 106.]

Bureau Order 79

TERMS USED IN FORESTRY AND LOGGING

JULY 20, 1905.

The attention of all members of the Forest Service is directed to Bulletin 61, "Terms Used in Forestry and Logging," and to the statement in the introduction that the Bureau of Forestry (Forest Service) will follow this terminology in all branches of its work. It will do so rigidly. Manuscripts submitted for publication must in all cases conform to the usage set forth in this bulletin.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Bureau Order 80

PASSES FOR TRANSPORTATION

JULY 26, 1905.

Hereafter no passes for transportation of any kind will be accepted by members of the Forest Service, for their official or private use, except as a definite part of a cooperative study between the Forest Service and a railroad, and then only through the Forester and when the giving of the pass is specified in the agreement as a contribution toward the cooperative work. All passes now in the hands of members of the Service must be reported to the Forester, for decision as to their further use.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

SERVICE ORDERS

Service Order 81

FOREST RESERVE ORDERS

JULY 28, 1905.

Hereafter instructions to forest reserve officers will, when practicable, be transmitted as forest reserve orders, of which a definite series will be maintained. A copy of all forest reserve orders will be filed in each office in the Forest Service, and, similar to the practice followed in the case of service orders, it will be the duty of each chief to distribute copies of forest reserve orders so far as necessary to the men in his office.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 82

REVISION OF "USE BOOK"

JULY 31, 1905.

Every office in the Forest Service and each section of the Forester's office will begin at once to keep a file of notes for the revised edition of the "Use Book" which will be issued July 1, 1906. Forest supervisors, and rangers through their supervisors, are instructed to forward suggestions for this revision to the office of the Forester not later than April 1, 1906, and in the meantime to keep notes for that purpose.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 83

APPROVAL OF MAPS AND DRAWINGS FOR PUBLICATION

AUGUST 9, 1905.

Hereafter, before the final copy of any map, drawing, or diagram, intended for publication, is prepared, its specifications will be shown to the editor for his approval.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 84

COOPERATIVE FUNDS

AUGUST 9, 1905.

1. The office under whose direction cooperative work is to be done will, upon receipt or each agreement, furnish to the special fiscal agent a copy and such statement of the details of the cooperation as the special fiscal agent may further require.

2. Cooperators will transmit funds for cooperative work to the Forester by check or money order payable to the Forest Service.

3. Advances from cooperative funds to carry on cooperative work will be made under the approval of the chief of the office concerned, to those members of the Service by whom the work is conducted. Those receiving advances will execute the required contract and committee guarantee. No interest will be charged upon advances, which will be settled upon the termination of the work unless sooner ordered by the Forester.

4. Reimbursement of expenses incurred in cooperative work will be made monthly on presentation of vouchers (Form F-636) prepared in strict accordance with the Fiscal Regulations of the Department of Agriculture.

5. Instructions will be issued as required, by the chief of the office concerned, limiting expenditures against cooperative funds in order that their aggregate may not exceed the total amount contributed.

6. All cooperative funds will be placed in the custody of James B. Adams, special fiscal agent of the Forest Service, by whom they will be disbursed under the foregoing instructions and in accordance with the Fiscal Regulations of the Department of Agriculture.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 85

RECORD OF STUDIES OR PROJECTS

AUGUST 18, 1905.

Hereafter the card form, of which a sample is attached, will be used by all offices in the Forest Service, except when already exempted by special order, to record when studies or projects are undertaken and their intermediate and final results. The cards, which can be obtained in sufficient quantities by requisition upon the office of records, will be kept as a card catalogue in the following way:

After "Office and section," enter the office and section in which the study recorded is carried on, as, for example, "Management, private lands;" under "Date" enter the date upon which the first entry is made, which should be, from now on, in every case, the date upon which the study is actually begun. The next four lines, cut up into four columns, furnish space for entries for four successive years, or for four successive periods of less than a year if preferable. The "date" should be the date upon which the record is entered, the first date being the date upon which the study is begun. Under "In charge," should be the name of the man, or men, actually in charge of

the study, and under "No. assistants," the number of men who are working under direction in the study recorded. The "Cost to date" can be obtained in each case from the office of records, which will shortly be equipped with a complete cost-keeping system.

Under "Cost, estimated," should be entered the amount which it is expected the study will require when it is begun. Under "Cost, actual," as obtained from the office of records, will be the actual total cost of the study when completed. "Time required, estimated," is the period estimated as necessary for completion, when the study is begun. "Time required, actual," is the actual period required to complete the study recorded.

Under "Study" enter in red ink the title, preferably not over two words, by which the project will be recorded in the cost-keeping system, and follow it, in black ink, with a brief description of the character of the work.

Under "Location" enter the locality in which the study will be made. Under "In cooperation with" state the cooperator, if any. Under "Terms" state in detail the conditions of the cooperation.

The "Results expected" should be filled in when the study is begun, with a statement of exactly what the study is expected to yield. The four spaces under "Results to" provide first for the date upon which the entry is made and then for a brief statement of the results up to that date. Under "Final results obtained" summarize what the study has accomplished at its completion.

A complete file of cards covering all projects under way in his office will be kept by each chief. Studies now under way will be entered up at once upon the cards, and hereafter a card will be made out for each study as it is begun. Cards will be filled in to record progress at least once a year, preferably on July 1, and once every six months when the character of the study makes more frequent record advisable. It is of the first importance, as a matter of good business, that cards should be entered up at once and brought up to date, and that the system be adequately continued. The file of project cards in each office will probably be used increasingly, both by other officers and by the Forester, as a means of gaining knowledge of current work and its results.

Cards which record completed studies or projects should, as they occur, be placed in the file drawer behind a guide card marked "Completed." The necessary file cases have been ordered and can be obtained on requisition from the chief of records.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 80

EDITORIAL SECTION

AUGUST 19, 1905.

The function of the editorial section is to assist in the planning and preparation of all publications of the Forest Service; to expedite their passage through the press, and to set and maintain the highest practicable standard in matter and form. Although responsibility

for the planning and preparation of every publication rests primarily upon the chief of the office in which it is prepared, the editor will see to it that no publication which falls below the standard of the Forest Service is allowed to appear.

The organization of the editorial section is established as follows:

Herbert A. Smith, editor, in charge of the section.

Findley Burns, assistant editor, in charge of the section during the absence of the editor, unless otherwise directed by him.

Alfred Gaskill, technical adviser, who, so far as his assignment to special investigations will permit, will give the editor, or the acting editor, such assistance in technical forestry as may be needed by them.

Treadwell Cleveland, assistant in charge of the news service.

Peyton Brown, in charge of the newspaper mailing lists, will assist Mr. Cleveland in the news service.

Quincy R. Craft, editorial clerk, in charge of the passage of publications through the press.

These duties will be performed under the supervision of the editor or acting editor.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 87

COST KEEPING

SEPTEMBER 7, 1905.

The plan of procedure for cost keeping described in the accompanying report of the forms committee has been approved, and chiefs of offices will follow its recommendations throughout by the use of Form S-98, under the scheme outlined. Not only will cost keeping by studies or projects be done from now on in the sections entered under Class C in the accompanying report of the forms committee, but all cost incident to the work of these sections since July 1, 1905, will be so distributed immediately.

Titles used for studies or projects will be identical with those in the card records of studies or projects now maintained under service order 85.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

REPORT OF THE FORMS COMMITTEE ON COST KEEPING BY INDIVIDUAL STUDIES OR PROJECTS.

The tentative scheme now in effect for cost keeping by studies and projects has not proved entirely successful. The scheme outlined below is recommended as a substitute for it, and to take effect immediately.

Since several sections (Class A) represent in themselves concrete projects, the further distribution of the items of expense incident to their work would be valueless.

In several other sections (Class B) cost keeping is already done by systems of time records maintained by the sections themselves, and can be most effectively and economically kept in that way.

In other sections (Class C) the sphere of work includes several individual, concrete studies or projects. It is recommended that the cost of all such studies or projects be recorded on cards in the section of accounts. The aggregate expenses so recorded should at all times balance with the total expenses of the sections in which they were incurred.

A statement of the expenses of the service could thus be obtained both by administrative units or offices, by lines of work or sections, and by individual studies or projects, wherever they occur.

It is recommended that the following be considered as in themselves projects and be so treated in cost keeping, since they do not in the judgment of this committee require further distribution of the items of expense incurred therein:

Class A.

Cost to be kept for each line of work as a unit, by the section of accounts.

Office of the Forester.—Supervision and control, reserve boundaries, forest law.

Forest reserves.—Supervision and control, inspection, advertising.

Forest measurements.—Supervision and control.

Forest management.—Supervision and control.

Forest extension.—Supervision and control.

Dendrology.—Supervision and control, library, exhibits, turpentine orcharding.

Forest products.—Supervision and control, dendro-chemistry.

Records.—Supervision and control, accounts.

In the following sections cost keeping is now done by systems of time record, by the sections themselves. These systems are approved by this committee and fully explained in the attached supplemental report. They provide adequate record of the cost of studies or projects in these sections, which if kept in the section of accounts would entail more work, with the same results.

Class B.

Cost to be kept for each line of work as a unit, by the section of accounts. Time records itemizing cost for different projects under each line of work to be kept by the section concerned under the scheme shown in the attached supplemental report.

Forest measurements.—Forest computation, forest maps.

Records.—Equipment and supplies, photographic laboratory, files, stenography and typewriting, quarters.

Class C.

The cost of the following lines of work should be kept by individual projects or studies, by the section of accounts:

Office of the Forester.—Reserve administration, publication of results, silviculture.

Forest extension.—Reserve planting, cooperative planting, forest replacement.

Forest management.—Public lands, private lands, commercial trees.

Dendrology.—Dendrological studies.

Forest products.—Timber tests, wood preservation, lumber trade.

Cost keeping under Class C will be carried out in the following way: Chiefs of offices will furnish all men assigned to individual studies or projects in their offices with written instructions in the shape of the attached form letter, in which in the space provided will be entered the titles of the study or studies concerned, and with which will be inclosed a supply of the forms for report required (Form S-98, see sample attached). The chief of office will at the same time forward to the section of accounts a statement giving the name of the man instructed and the title of the studies or projects which he was instructed to use. On the face of Form S-98 is space for the name of the payee of the voucher which it accompanies, the period covered, the title of the study or project, the amount charged against each (if more than one), the total amount of the voucher, and the signature of the chief of office approving the report. On the back is space for the number of each transportation request used, if any, during the period covered by the voucher, the title of the study or project to which each transportation request is chargeable and the amount of each transportation request so charged. The record of the cost of work by studies or projects in the section of accounts should be on cards identical in size and arrangement with those now used to record the cost by sections. This record will be based on the reports (Form S-98) submitted with the vouchers, from which the charges will be posted.

In keeping this card record of studies and projects, all charges should be based on actual disbursements. After the charges on the face of Form S-98 have been posted, the form should be filed.

When vouchers covering transportation requests are paid, the record on the back of the filed Form S-98 will enable the accountant to charge the amount to the appropriate study or project.

Form S-98 should be filled out to cover, and should accompany every salary voucher (Form 3), except salary vouchers sent in before the end of the month to expedite payment, in which case the report should be mailed to the section of accounts at the end of the month. This form should also accompany every expense voucher (Form 4) and every voucher covering purchases or hiring of services (Form A), submitted for payment under letters of authorization. In every case the total amount of the voucher must be accounted for by allotment to projects or studies.

In charging the total amount of a voucher to a study, or project, or in making an apportionment of the total to two or more no fixed rule can be laid down. Discretion must be exercised by the man making the report and the comparative importance of results to be obtained must be borne in mind. The chief of office should be held responsible for supplying his men with the proper titles for studies or projects, while they should be held responsible by him for the proper apportionment thereunder. If a new study or project is taken up in the field, for which a title has not been furnished by the chief of office, the man concerned should adopt a tentative descriptive title until a permanent title is supplied by his chief.

Nonexpendable equipment and material purchased under letters of authorization and settled on expense vouchers (Form 4) or on purchase vouchers (Form A) and accounted for on property returns

should be charged on the report (Form S-98) under the title "Equipment." This title should be used as a project heading in each office, in order that the accountant may consolidate the cost of all equipment at the close of each fiscal year.

If the equipment will be used only in a particular study or project or in several particular studies or projects, and will not be returned to the property clerk for general use, its cost should not be charged under the title "Equipment" but to the study or studies concerned.

Approved:

OVERTON W. PRICE,
Acting Forester.

Mr. _____.

SIR: A record of the cost by studies or projects of the work to which you are assigned will be kept in the section of accounts, based on reports submitted by you on Form S-98, of which a supply accompanies this letter.

Fill out this form to cover every expense voucher (Form 4), every material and service voucher (Form A), and every salary voucher (Form 3). Transmit the form with the voucher concerned, except in the case of salary vouchers forwarded before the end of the month to expedite their payment, when the report should be mailed to the section of accounts at the end of the month. In all other cases, vouchers not accompanied by the form will be returned, or held until it is received. The total amount expended for the work upon which you are engaged, or to which you may be in future assigned, must be covered under studies and projects by report on Form S-98. Until further notice, apportion the cost of your work for salaries, expenses, and purchase of material and hire of service under the following heads:

In making entries on Form S-98 use the titles given above. If you take up a new study or project assign a tentative descriptive title to it until this office furnishes you with a permanent one. Enter on the back of each form accompanying voucher, Form 4, each transportation request separately, and if the cost of any one transportation request is chargeable to more than one study or project, apportion this cost and charge it separately under the proper heads. Nonexpendable equipment and material purchased under letters of authorization and settled on expense vouchers (Form 4) or on purchase vouchers (Form A), and accounted for on property returns, will be charged on Form S-98 under the title "Equipment." Its cost will be included under a study or project title only when the equipment is to be used in a particular study or project and not to be returned to the property clerk for future use.

Very respectfully,

_____, *Chief.*

Service Order 88

COMMON NAMES OF TREES

SEPTEMBER 15, 1905.

In reading manuscript for publication the editorial section will list and submit to the author all cases in which the common names given to trees differ from those of the Check List. If the author

objects to the use of the Check List name, he will state in writing the grounds of his objection, and the editorial section will submit the matter to the Service committee for decision.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Service order 89 omitted; superseded by Service order 106.]

Service Order 90

SECTION OF SILVICS

SEPTEMBER 25, 1905.

The section of silvics in the office of the Forester is charged with the classification of all silvical data obtained by the Forest Service. Members of the Forest Service will render all assistance in their power to Mr. Raphael Zon, in charge of the section of silvics, in the prosecution of his duties. Mr. Zon will be given free access to all silvical notes on file, and silvical knowledge possessed by any member of the Service which has not yet been committed to paper will be communicated freely to him.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 91

COST KEEPING

OCTOBER 18, 1905.

A cost-keeping system by projects and lines of work is now in operation for all expenditures of the Forest Service, and demands that every item disbursed should be chargeable to the proper title. Failure on the part of each employee of the Service to cooperate in the execution of this plan by following carefully and intelligently the instructions already laid down in Service order 87 and in the present order will seriously detract from the efficiency of the entire plan and will be regarded as a neglect of duty. It is absolutely essential that for every salary voucher, expense voucher, and purchase voucher a separate Form S be filled out and returned to the office as soon as the item becomes chargeable. To prevent hardship, salary payments on vouchers made out in advance of the month will not be held up until the receipt of a Form S showing to what project or projects the expenditure is to be charged, but failure to send in the form promptly at the end of the month will be regarded as sufficient reason for withholding payment the following month until the corresponding form is received.

Confusion results from sending in one Form S to cover both salary and expense accounts, as well as from transmitting in separate envelopes the form and the vouchers which it covers. Hereafter Form S will be filled out for each set of vouchers transmitted and sent in the same envelope. Only in the case of salary vouchers sent in in advance will the practice of transmitting vouchers and Form S separately be allowed.

In those sections embraced in Class B of Service order 87 individual monthly work cards will be kept for each employee, under the supervision of the chief, and will be sent to the section of accounts on the 1st day of each month.

A complete list of all project titles now recognized will be furnished to each administrative officer, who will be responsible for the assignment of all work under him to its correct title. On the inception of new projects the chief who gives approval to the project will at once notify the section of accounts that such a project has been begun. At the end of each month a list of the titles of all new projects added during the month will be furnished by accounts to each administrative officer.

By order of the Forester:

G. G. ANDERSON, *Acting Chief*.

Service Order 92

EDUCATIONAL WORK

NOVEMBER 25, 1905.

The educational work of the Forest Service is centered in the section of publication and education. Whenever practicable, requests for addresses will be reported to this section when received, and plans will be discussed for making them as useful as possible in connection with other lines of work. In all cases, immediately after an address has been given the person who makes it will submit a report, stating the character of the meeting, the approximate attendance, the results believed to have been secured, openings for or suggestions concerning future work, the names of persons knowledge of whom is likely to be advantageous to the Service later, and all other matters of similar character.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Service order 93 omitted; superseded by service order 106.]

Service Order 94

SECTION OF LAW

JANUARY 3, 1906.

Hereafter the mailing section will refer directly to the section of law all letters:

1. From the Department of Justice, including United States district attorneys and United States commissioners.
2. Bearing directly upon legislation, State or national.
3. Relating to land claims or to the jurisdiction of the Forest Service.
4. Relating to prosecutions, civil or criminal, in which the Forest Service is directly interested.

Letters and papers of the above classes which bear on forest-reserve administration will be referred by the section of law to the section of forest reserves before being signed or approved.

All letters and papers dealing with the following subjects will be referred to the section of law before they are finally acted upon by the Forester or Acting Forester, unless otherwise directed by the chief of the section of law:

1. Sales, special privileges, or rights of way within forest reserves.
2. Trespass on forest reserves.
3. Violation of State laws within forest reserves.
4. Legal power or duty of the Forest Service.
5. All general instructions based upon an act of Congress.
6. Leases or contracts of any character prepared for the signature or approval of the Secretary or the Forester.
7. Contracts and agreements for cooperative work.

All members of the Forest Service are encouraged to confer with the section of law before preparing letters or papers of the classes mentioned above, and also with regard to original ideas concerning such subjects.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 95

TEMPORARY EMPLOYEES IN THE FIELD

FEBRUARY 1, 1906.

Schedule A of the civil-service rules has been amended to provide that guards, guides, cooks, packers, teamsters, choppers, and skilled laborers, employed temporarily during the season of danger from fires or when other special work requires additions to the regular force, shall serve only as long as absolutely required, and in no case more than six months in any one year. So far as the Commission may deem it practicable, such appointments will be made from the registers of eligibles.

In accordance with this rule, appointments to the temporary positions named above will not be allowed for a longer period than six months in any one year, except in the case of guards on reserves for which no eligible lists of forest rangers have been established.

In rendering monthly accounts it is required that a definite statement of the dates of separation of these classes of employees be furnished for the use of the Civil Service Commission. When the period of employment terminates before the last day of the month, the monthly account should state that the appointment is terminated, and give the date of separation. When the period of appointment includes the last day of the month, it will be stated whether the employee was separated at the expiration of that day.

The designation of appointees should clearly indicate the duties performed, since the general designation "assistant" is not specific enough to permit the true nature of the employment to be determined.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 96

CHANGE IN ORGANIZATION

FEBRUARY 28, 1906.

The reorganization outlined in the following letter will take effect March 1:

FEBRUARY 21, 1906.

The honorable the SECRETARY OF AGRICULTURE.

SIR: I have the honor to submit for your approval recommendations for certain changes in the organization of the Forest Service which, in my judgment, existing conditions now call for.

FOREST RESERVES.

The use of the resources of the national forest reserves has become so extensive and the business connected with their administration has grown so rapidly that a division in the burden of work is imperative. I therefore propose to divide the reserves into three districts, with an officer in charge of the organization, equipment, protection, and other purely administrative matters for each district. These district officers will be stationed in Washington, will be directly under the Forester and act through him, and will cooperate in all matters under their charge with the various offices of the Service. The various offices will issue instructions in their particular work to all field officers of the forest reserves, in all matters except those of such importance as to necessitate their control by the Forester. To insure uniformity of action and to avoid possible conflict, all instructions and letters from the separate offices will pass over the desk of the district officer concerned, and in questions involving subjects in more than one office a decision will be reached through cooperation. Questions relating to claims and privileges, as well as all legal matters, will remain in the office of the Forester.

I respectfully recommend that you authorize me to delegate to the various offices of the Forest Service so much of the authority already vested in me as may from time to time become advisable in order to facilitate this organization.

INSPECTION.

In order that the Forester may have direct and frequent reports on all branches of work in the Forest Service, it is recommended that a section of inspection be established in his office. The duty of this section will be to conduct inspection, both of the technical and business management of the national forest reserves and of all other branches of the Forest Service. Its organization is in no sense intended to reduce the actual supervision of field work by the separate offices, but to concentrate directly under the Forester with added force and effectiveness the general inspection of all work in the Forest Service. As rapidly as practicable, men who by special training and experience are fitted to inspect forest work in one or more of its branches will be assigned to the section of inspection. These inspectors will in no case give orders, although they will at all times render themselves useful on the ground by consultation with the men

whose work they inspect. They will report directly to the Forester on the efficiency and integrity of the personnel.

I suggest that this organization take effect March 1, 1906.

I have the honor to be, sir, very respectfully, your obedient servant,

(Signed) GIFFORD PINCHOT, *Forester*.

WASHINGTON, D. C., *February 26, 1906.*

Approved, to take effect March 1, 1906, and authority granted the Forester for execution.

(Signed) JAMES WILSON, *Secretary*.

As a result of this change forest officers in charge of national forest reserves will hereafter receive instructions direct from chiefs or acting chiefs of offices, as well as from the Forester or Acting Forester. No change will be made in the present method of addressing the Washington office. "Officers of the forest reserves will continue to address the Forester only. Reference to correspondence signed by Chiefs of Offices will be made as follows: "In reply to management letter of March 1," "In reply to grazing letter of March 1," "In reply to extension letter of March 1," "In reply to records letter of March 1," as the case may be. This is the only change required on the part of the officers in charge of forest reserves:

GIFFORD PINCHOT, *Forester*.

[Service order 97 omitted; superseded by Service order 106.]

Service Order 98

SUBVOUCHERS TO EXPENSE ACCOUNTS

MARCH 30, 1906.

Subvouchers (Forms 4a and 4b) to expense accounts (Form 4) must be taken in the name of the member of the Forest Service by whom the payment is actually made. The Auditor for the State and other Departments, who audits the accounts of the Forest Service, has announced that beginning with April 1, 1906, a subvoucher which does not conform to this requirement will be rejected.

If it becomes necessary to include in the expense account of one member a subvoucher taken in the name of another, the subvoucher must be accompanied by a receipt showing that the member by whom the payment was originally made has been paid in full by the member submitting the subvoucher with his account for reimbursement.

The auditor has also announced that vouchers or subvouchers which have been in any way mutilated or altered, or upon which there are unexplained erasures, will not be accepted. If it is necessary to make a correction, a marginal note of explanation, signed by the person making the correction, will be required.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

[Service order 99 omitted; superseded by Service order 106.]

Service Order 100

DATING AND INITIALING OF INFORMAL PAPERS

MAY 12, 1906.

Hereafter no statement, memorandum, or other informal paper prepared in any office or in any section of the office of the Forester will be regarded as complete until it has been dated and initialed by the author; and no such paper will be sent out from the office or the section in the office of the Forester in which it originated until it has been initialed by the chief of the office or section.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 101

EXCHANGE OF PLANS FOR INSPECTION ON FOREST RESERVES

MAY 22, 1906.

Hereafter officers in charge of inspection will exchange plans for inspection on forest reserves. Regularly on the 1st of the month each officer will send to each of the other officers a list of inspectors and their field assignments for the ensuing month. This list shall specify the reserve or reserves which each inspector will visit during the month. If any change in assignment is made during the month, it will be reported at once to the other officers.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 102

PROGRESS REPORTS TO COOPERATORS

JUNE 7, 1906.

Hereafter on the 1st day of every month, beginning July 1, 1906, a letter to every official, company, or person engaged in cooperation with the Forest Service will be prepared for the signature of the Forester by the responsible chief. This letter will give the general progress of the work to date and a detailed statement of what has been accomplished during the preceding month, and is designed to keep each cooperator thoroughly posted on the progress of work in all essential details.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 103

AUTHORIZATIONS FOR STENOGRAPHY AND TYPEWRITING

JUNE 28, 1906.

After July 1, 1906, letters of authorization issued to members of the Forest Service usually will not include authority to incur expenses for

stenography and typewriting. Special authority may, however, be obtained in special cases. Unless such authority is given, reports and other material to be typewritten will be forwarded to the Service at Washington, and stenographers must not be employed in the field. When the necessity for the continuous employment of stenographers exists at field stations, appointments must be made from stenographers in the classified service.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 104

INITIALING OF CONTRACTS

JULY 2, 1906.

Hereafter no contract prepared in the Forest Service will be presented for signature until it has been initialed by the chief of the office of law.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 105

ACTING FORESTER IN CHARGE

JULY 5, 1906.

Details as Acting Forester in charge during the summer will be as follows:

July 15 to August 15, Captain Adams; August 16 to September 15, Mr. Price; September 16 to October 15, Mr. Hall.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 106

(Supersedes Bureau orders 13, 14, 15, 18, 20, 21, 34, 45, 47, 57, and 69 and Service orders 78, 89, 93, 96 (in part), 97, and 99.)

OFFICIAL CORRESPONDENCE

JULY 19, 1906.

To maintain and improve the present standard of the correspondence of the Forest Service, careful attention must be given to the following instructions, which will be observed in all official correspondence.

I. CLASSIFICATION OF CORRESPONDENCE.

The correspondence of the Forest Service will be divided into two classes, to be known as (a) service correspondence, and (b) office correspondence.

SERVICE CORRESPONDENCE.

Service correspondence will include all letters to the Secretary of Agriculture and all other officials of the Government, members of the diplomatic corps, officials of foreign governments, Senators and Representatives, State officials, and State legislators; letters involving the policy, organization, or administration of the Service; letters replying to applications for employment or involving any changes in personnel, and all other correspondence of special importance or pertaining to the Service as a whole.

Service correspondence will be signed by the Forester or some other officer designated by him. It will take precedence of all other correspondence.

OFFICE CORRESPONDENCE.

Office correspondence will include that which deals specifically with the work of one or more offices of the Service, except as provided under "Service correspondence," and will be signed by the chief of office concerned.

II. DISTRIBUTION OF MAIL.

The mail clerk will open all letters addressed to the Forester by name or title (except letters marked personal), to the chief of records by name or title, or to the Forest Service. Personal letters to the Forester will be delivered unopened to his secretary. Letters addressed to chiefs of offices by name or title and unofficial letters to members of the Service will be delivered unopened.

NUMBERED REFERENCE OF CORRESPONDENCE TO OFFICES.

All letters addressed to the Forester by name or title, except requests for publications and mere acknowledgments, will be sent by the mail clerk to the appropriate offices with numbered references, and a record of such references will be made by him.

Each chief will designate a member of his office to whom incoming mail will be delivered and who will be responsible for its prompt transmission to the chief or to the person assigned by him to the duty of preparing reply. Every letter, whether referred by the mail clerk or delivered unopened, will be at once stamped with the name of the receiving office and the date. The office member in charge of the distribution of mail will immediately attach a slip of yellow paper bearing the words "Special—Report required within thirty-six hours" and the reference number, and this slip will be used in making report of final action. The mail clerk can not always decide correctly from the contents of a letter the technical office to which it should be referred, and when a letter is found to pertain wholly or chiefly to the work of another office or section than that to which it has been referred, it will be sent at once to the appropriate office with rubber stamp showing the date and the offices from and to which the reference is made. The dating stamp of the office to which the second reference is made will also be affixed. When the letter is acknowledged or answered a rubber stamp bearing the word "Acknowledged," the name of the office, and the date will be affixed.

Each member of the Service who prepares letters for signature will keep a basket on top of his desk in which only unanswered let-

ters or other matter for action will be placed. The practice of putting unanswered letters or any other papers dealing with unfinished current business in drawers or pigeonholes is strictly prohibited.

Report of action on numbered references will be made to the mail clerk by the stenographer as soon as answer, acknowledgment, or further reference is made. In the meaning of this order, answer or acknowledgment is made when a Service letter is submitted to the Forester for signature or an office letter is placed in the mail. The mail clerk's record will consist of a book containing identical impressions of the stamps used in making numbered references. When the report of action shows that the letter has been referred to another office, the date and an initial indicating the office to which it is referred will be written on the margin to the left of the record stamp. When final report of action is received the date will be entered on the margin to the right of the record stamp. All cases of failure to report on numbered references within thirty-six hours after reference is made will be reported to the Forester at once.

Correspondence not addressed to the Forester will be referred by stamp without number, and no report of action will be required.

Letters opened in the office of the Forester and referred to chiefs of offices will be numbered and recorded in his office. Stenographers will send report of action on these letters directly to the secretary of the Forester. All cases of failure to report on references by the Forester within thirty-six hours after reference is made will be reported to the Forester at once.

JACKETED LETTERS FROM OFFICE OF CHIEF CLERK.

Jacketed letters from the office of the chief clerk of the Department of Agriculture will receive prompt attention in the Forest Service, and the jacket, with appropriate notation, will be returned to the mail clerk of the Service for return to the chief clerk. When it is not practicable to take final action at once, acknowledgment in the form indicated on the jacket will be made to the writer, and the jacket returned. All cases of failure to return the jacket within thirty-six hours after reference is made will be reported to the Forester at once.

III. FORM AND STYLE OF LETTERS.

Letters should have a margin on both sides of not less than an inch nor more than an inch and a half.

No soiled or rubbed letter will be signed.

DATE.

The position of the date line should be about half an inch below the line of the word "Washington" on the letter head. The month should not be abbreviated. Figures only should be used for the day of the month, as "March 30," not "March 30th."

ADDRESS.

The name and address should be double spaced when they take but two lines, and single spaced if more than two.

Special care will be taken to give the correct title, either official or honorary, as "Professor," "Doctor," etc.

The following are examples of the form of address to be used in various cases:

The President.

The President,
The White House.

The secretary to the President.

Hon. Wm. Loeb, jr.,
Secretary to the President.

Members of the Cabinet.

The honorable
The Secretary of War.

Senators and Members of Congress.

When in Washington:

Hon. Redfield Proctor,
United States Senate.

Hon. James W. Wadsworth,
House of Representatives.

When not in Washington:

Hon. Redfield Proctor,
Proctor, Vt.

Hon. James W. Wadsworth,
Geneseo, N. Y.

Governors of States.

His Excellency
The Governor of New Jersey,
Trenton, N. J.

Presidents of universities.

President Arthur T. Hadley,
Yale University,
New Haven, Conn.

Presidents or directors of schools, academies, etc.

Prof. William Mann Irvine,
Mercersburg Academy,
Mercersburg, Pa.

As a general rule, a person connected with a university or other educational institution, whose title is not known, should be addressed as "Professor."

"Mr." will be used in preference to "Esq.," except when addressing Englishmen.

As a rule, "Hon." will be used in addressing heads of bureaus and other Government officials of similar rank.

SUPERScription.

The form of superscription necessarily will vary according to the person addressed, the character of the letter, etc. In addressing formal letters to the President, members of the Cabinet, etc., "Sir" should be used. In most cases, however, "Dear Sir" should be used where the addressee is not personally known to the writer, except that if the addressee uses a more intimate form the latter should be followed, when practicable.

In the superscription titles should be written out, as "My dear Professor Graves."

The superscription should be followed by a colon.

SUBSCRIPTION.

In letters from the Secretary of Agriculture to other members of the Cabinet, etc., or in cases where great formality is desired, the following form should be used, where it does not entail an extra page:

I have the honor to be, sir,

Very respectfully,

Your obedient servant,

The following may be taken as a general rule: With "Sir," use "Very respectfully;" with "Dear Sir," "Very truly yours;" with "Dear Mr. ———," or "My dear Mr. ———," "Very sincerely yours."

LANGUAGE.

Use direct, clear-cut language. Avoid unwieldy words where shorter, simpler ones will express the idea equally well. Be concise but courteous. Avoid laborious statements, the essence of which might well be expressed in half the space.

Very few letters need be longer than one page.

All letters to persons outside of the Service will be full-spaced.^a Letters to members of the Service will be close-spaced when this will reduce the number of pages required.

Never use the substance of the letter received as a preamble to the reply. Unless the incoming letter has already been acknowledged and further reference to it is necessary, its contents should not be indicated in the initial sentence of the reply. Reference must always be made, however, to file numbers or initials given for identification.

Each letter written from the Service at Washington to a member in the field should bear in the upper left-hand corner a typewritten initial to designate the office in which it is written: "F," The Forester; "AF," Associate Forester; "M," Management; "E," Extension; "P," Products; "O," Reserve Organization; "R," Records; "G," Grazing; "I," Inspection; "L," Law; "L-P," Privileges; "L-C," Claims; "P-E," Publication and Education.

For acknowledgments or replies, the initial sentence should usually be in this form: "Your letter of March 30 is received." When replying to members of the Forest Service: "In reply to your letter of March 30," followed by a colon and a new paragraph. Forest officers in charge of reserves should address all Service letters to the Forester, Forest Service, Washington, D. C., and refer to the initial in the upper

^a Amended by Service order 116.

left-hand corner of the letter answered, and its date; for example: "In reply to your letter (M) of March 30," followed by a new paragraph.

The previous or the following month should be named and not indicated by "ultimo" or "proximo." Do not give the year, in mentioning a date, unless absolutely required.

Certain phrases used in commercial correspondence should be avoided. Never use any of the following:

"Your favor."

"I would say."

"I will say."

"I have to state."

"I beg to say."

"It being."

"It appearing."

"In my opinion."

"Answering your letter."

"In regard to the same."

"Said report."

"Herein," "therein," "hereto," "thereto," etc.

"Pleased," as "I am pleased to learn," etc.

"Forestry" as an adjective (except in a quotation).

"Aforesaid."

"Heretofore" ("hitherto" preferred).

"Extend courtesies," etc.

"Ere" instead of "before."

"Our Mr. ———."

"Those problems connected with," etc.

"Inasmuch as."

"Relative to."

"I could not come as I was sick" ("because," "since," or "for" preferred).

The present participle, at the beginning of the last sentence of a letter, as:

"Thanking you for your kindness in this matter."

"Wishing you a pleasant trip," etc.

Split infinitives and the ending of sentences with a preposition should be avoided as far as possible.

It is impossible to give detailed rules for punctuation, but it should be borne in mind that the purpose is a clear understanding of the text by the reader. Too little punctuation is almost as bad as too much.

PROMISES.

When a promise of future action is made, do not use such indefinite phrases as "within a few days," "before long," etc. Specify the date upon which action will be taken, or, in the rare cases when that is impossible, give the approximate date.

IV. CARBONS AND INITIALING.

Letters prepared for the signature of the Secretary will be written with two carbon copies. The original letter will bear in the upper left-hand corner the written initials of the Forester, and in the same place upon

the carbons the stamped initials of the Forester. The first carbon will bear in the lower left-hand corner of the first page the written initials of the author of the letter, and under them the initials of the chief under whose direction the letter was prepared, except that when the chief is the author his initials will not be repeated. Above the initials of the author will be written the initials of any member of the office in which the letter is prepared who is held in part responsible by the chief for the subject-matter of the letter. Immediately to the right of these office initials will appear the written initials of other members of the Service in part responsible for the subject-matter of the letter.

Instructions for initialing by stenographers and for stamping initials on the second carbon are given below.

Upon the return of the signed letter from the office of the Secretary, the name of the signer will be written in the signature space on both carbons, preceded by the word "(Signed)."

Letters prepared for the signature of the Forester will bear no initials upon the original. They will be written with two carbon copies. Initials will be written in the lower left-hand corner of the first carbon, as indicated for letters for the signature of the Secretary, except that the author's initials will be omitted when the Forester is the author.

The space for the signature upon the carbon copies will be left blank until after the letter is signed. The facsimile signature of the Forester will be affixed in his office before the letter is returned to the office in which it was prepared.

Letters prepared for the signature of a chief of office will bear no initials upon the original. One carbon copy will be made. Initials will be written in the lower left-hand corner of the carbon, as indicated for letters for the signature of the Secretary, except that the author's initials will be omitted when the chief is the author.

The facsimile signature will be stamped upon the carbon copy before the letter is signed.

Letters prepared for the signature of a member of the Service not the Forester and not a chief of office will bear no initials upon the original. One carbon copy will be made. The initials of the chief of office will be written in the lower left-hand corner of the carbon.

The facsimile signature will be stamped upon the carbon copy before the letter is signed.

The first carbon of all letters will be initialed by stenographers as follows:

In the lower right-hand corner will be stamped the initials of the stenographer by whom the letter was typewritten. If the letter contains inclosures, or if promise is made of other action, the stamped initials of the stenographer will be affixed twice, once to identify the person by whom the letter was typewritten and the second time to fix responsibility for the inclosures, the execution of other action promised, or both.

When a promise involves future action or action on the part of some one other than the stenographer, a memorandum of it will be made by the latter on a "promise card" (Y. and E. index card 100), which will be given to the person responsible for its execution.

When letters entail typewriting by one stenographer and the preparation of inclosures or the execution of other action by another, the

initials of both stenographers will be stamped in the lower right-hand corner of the carbon.

Upon the second carbon will be stamped in their proper order all initials upon the first carbon. This will be done by the stenographer by whom the letter was written when the letter is returned for mailing.

Copying ribbon will be used for letters prepared for the signature of the Secretary, the Assistant Secretary, or the chief clerk of the Department. Copying ribbon will also be used for service letters of special importance, of which copies might be needed as evidence in legal actions, and when this is necessary the stenographer will be so instructed by the chief who prepares the letter. All other letters will be written with black record ribbon.

V. ARRANGEMENT OF LETTERS FOR SIGNATURE.

In arranging letters for signature, the letter to be signed will be placed on top, then the carbon copy or copies, and last the original letter or other papers. When several related papers require signature or initials, each place for signing or initialing will be indicated by inserting a half sheet of yellow paper.

Fasteners will be placed at the top of the letter toward the left side (and, when necessary, along the left side), but not so near the edge as to interfere with initialing.

VI. INCLOSURES AND ENVELOPES.

INCLOSURES.

The stenographer will not initial for inclosure until the inclosure has been actually made, nor initial as a token that other action promised in the letter has been performed until its performance has taken place or the necessary steps for its performance have been taken in the manner prescribed under "Carbons and initialing."

When a document to be inclosed is of such a character that to withhold the letter from signature until the inclosure has actually been made would cause delay in mailing, the stenographer will initial in the manner prescribed under "Carbons and initialing," and attach by clip a blue card to the addressed envelope as a reminder that the inclosure has not yet been made.

This procedure will likewise be followed when a document to be inclosed is submitted with the letter for the information of the signer.

ENVELOPES.

Envelopes will be actually addressed before the letters are submitted by the stenographer for signature or initialing. They will not accompany the letters, but will remain with the stenographer until the signed letters are returned.

VII. REFERENCE OF CORRESPONDENCE TO OTHER BUREAUS AND DIVISIONS.

The reference of routine communications requiring attention in other bureaus or divisions of the Department of Agriculture, in the General Land Office, or in the Geological Survey, will be made by

rubber stamp, the blank space in the stamp to be filled in with pen. Such routine communications will be referred to the appropriate bureau or division, and not to its chief by name.

When referred communications require comment or explanation, the reference will be made by letter addressed to the Chief of the appropriate bureau or division, and signed by the Forester.

With the exceptions noted above, the reference of routine communications for attention in Executive Departments other than the Department of Agriculture will be made by indorsement prepared for the signature of the Secretary of Agriculture and addressed to the Secretary of the Executive Department concerned.

VIII. CORRESPONDENCE OF MEMBERS OF THE SERVICE WITH GOVERNMENT OFFICIALS.

Members of the Service, when in Washington, will correspond with officials of the Department of Agriculture, or of other Executive Departments, only through the Forest Service.

When not in Washington members of the Service may correspond directly with officials of the Department of Agriculture, or of other Departments, who are not in Washington, if to correspond through the Service would seriously retard their work or be otherwise detrimental to it, provided such correspondence does not deal with matters of policy which properly fall to the Forester or to chiefs of offices.

Illustrations of wrong and right forms of letters are attached. Carbon copies are attached to the right form to show proper initialing.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

[Wrong.]

JULY 2, 1906.

JOHN SMITH, Esq.,

No. 20 State street, Burlington, Vermont.

SIR: Answering your favor dated April 26, 1905, in which you state that the Vt. Forestry Ass'n. is anxious to secure adequate, proper, and efficient legislation for the preservation of the State forests of Vermont, and ask for suggestions for a proposed bill looking thereto, I would say that according to my judgment the first step toward the adoption or establishment of a definite state forestry policy should be in the direction of a comprehensive study of the forests in the State and those problems connected therewith.

The Bureau of Forestry, having undertaken work of this kind heretofore in cooperation with different States throughout the country, and having, as a result of said study prepared a draft of a forestry law which was recently favorably approved by the legislature of California is abundantly equipped to aid you in these premises. The object resultant from such an investigation would be to carefully ascertain the amount, extent, area, character, and distribution of the forests in the state, the causes of forest fire in the state, the best method of preventing said fires, as well as the general situation with regard to questions of market, transportation, etc. therein. It being estimated that the cost of the same would be approximately \$5,000, this Bureau would be pleased to undertake it and to furnish \$2,500 from the funds at its command, providing the State would agree to contribute as much. However, it appearing that early action on the part of the State of Vermont is extremely desirable, inasmuch as the plans of the Bureau are now in process of preparation for the coming season, I would be glad if you will be so kind as to advise me at the earliest moment whether in your judgment it is likely that a bill providing for carrying out the aforesaid suggestion can be passed at the present session of the legislature.

I am pleased to know of the interest which is being manifested by your association in bringing about adequate forestry legislation and those reforms which will secure the

conservative handling of forest lands in your region. I believe the results attained thereby will be a splendid thing for the State, and shall be glad to extend any assistance in my power.

A copy of the California Forestry Bill is hereto attached and inclosed.

Hoping to hear from you ere long, I beg to remain,

Yours truly,

_____,
Forester.

[Right.]

JULY 2, 1906.

Mr. JOHN SMITH,
20 State street, Burlington, Vt.

DEAR SIR: Your letter of April 26 is received. I am very glad indeed to know that your association is interested in securing good forest laws in Vermont, and I want to assure you that the Forest Service will help in any way it can. The first step toward the adoption of a definite forest policy should, I believe, be a comprehensive study of forest conditions in the State. This should include studies of the amount, character, and distribution of the forests, the causes of forest fires and the best means of preventing them, and the general conditions of market, transportation, etc. Its cost would be about \$5,000. This Bureau would be willing to undertake the work and to contribute \$2,500 from its own funds, provided the State would give an equal amount.

Similar cooperation has already been carried on successfully with various States, notably California, whose legislature recently passed a forest law prepared by the Forest Service. A copy of this law is inclosed.

Since plans are now being made for the coming season, early action is extremely desirable if the work is to begin this year.

Very truly yours,

_____,
Forester.

[Right—First carbon.]

JULY 2, 1906.

Mr. JOHN SMITH,
20 State street, Burlington, Vt.

DEAR SIR: Your letter of April 26 is received. I am very glad indeed to know that your association is interested in securing good forest laws in Vermont, and I want to assure you that the Forest Service will help in any way it can. The first step toward the adoption of a definite forest policy should, I believe, be a comprehensive study of forest conditions in the State. This should include studies of the amount, character, and distribution of the forests, the causes of forest fires, and the best means of preventing them, and the general conditions of market, transportation, etc. Its cost would be about \$5,000. This Bureau would be willing to undertake the work and to contribute \$2,500 from its own funds, provided the State would give an equal amount.

Similar cooperation has already been carried on successfully with various States, notably California, whose legislature recently passed a forest law prepared by the Forest Service. A copy of this law is inclosed.

Since plans are being made for the coming season, early action is extremely desirable if the work is to begin this year.

Very truly, yours,

_____,
Forester.

[Initials written: H. S. N. G. W. W. T. H. S.]
[Initials stamped: A. A. W. A. A. W.]

[Right—Second carbon.]

JULY 2, 1906.

Mr. JOHN SMITH,
20 State street, Burlington, Vt.

DEAR SIR: Your letter of April 26 is received. I am very glad indeed to know that your association is interested in securing good forest laws in Vermont, and I want to assure you that the Forest Service will help in any way it can. The first step toward the adoption of a definite forest policy should, I believe, be a comprehensive study of forest conditions in the State. This should include studies of the amount, character, and distribution of the forests, the causes of forest fires and the best means of preventing

them, and the general conditions of market, transportation, etc. Its cost would be about \$5,000. This Bureau would be willing to undertake the work and to contribute \$2,500 from its own funds, provided the State would give an equal amount.

Similar cooperation has already been carried on successfully with various States, notably California, whose legislature recently passed a forest law prepared by the Forest Service. A copy of this law is inclosed.

Since plans are now being made for the coming season, early action is extremely desirable if the work is to begin this year.

Very truly, yours,

_____,
Forester.

[Initials stamped: H S. N. G. W. W. T. H. S.]

[Initials stamped: A. A. W. A. A. W.]

[Letter to members of Forest Service omitted; superseded by Service order 106.]

Service Order 107

STATIONERY

AUGUST 1, 1906.

Economy in the use of stationery must be practiced by all members of the Forest Service. Stationery and expendable office supplies intended for members of the Service in Washington will be furnished to officers on requisition by the chiefs concerned. Supplies of this kind will be in the custody of the office stenographer, who will issue it to members of the office as needed, and requisition will not be made on the property clerk for supplies for individual members in Washington.

Each office stenographer will keep a card record of the stationery issued to each individual member in Washington. The office stenographer will at once make an inventory of the stationery and office supplies in the possession of each member of the office, and the individual accounts will be opened by entering on cards such supplies now on hand. Stationery supplies issued for individual use are not transferable.

Members assigned to technical work will be supplied with stationery by the office stenographer, while in Washington, and an account will be kept in the office record. When a member leaves Washington for work in the field all stationery in his possession will be turned in to the office stenographer and a requisition made on the property clerk for all supplies, including stationery, required for field use. Requisitions for supplies for use in the field will be made in the name of the man in charge of the work. When a member returns to Washington from the field all stationery in his possession will be returned to the property clerk, who will credit him with the articles, and a new supply for use in the office will be obtained from the office stenographer.

At the end of the fiscal year a statement will be required from each member in Washington showing the supplies on hand unused. When a member leaves the Service during the year the chief of office will see that all unused supplies and equipment of every kind are returned before final payment of salary is made. A statement will also be required at the end of the fiscal year from forest officers in charge of reserves, from men in charge of stations away from Washington or of parties doing technical work in the field, and from technical men in the field not attached to parties, showing the unexpended balance of materials and supplies of every kind.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 108

RELATION BETWEEN TECHNICAL MEN AND RESERVE OFFICERS

AUGUST 7, 1906.

It should be distinctly understood by members of the Forest Service that no one has authority to instruct forest officers on the forest reserves except forest inspectors or others to whom the Forester has delegated special authority, and then only in accordance with the instructions in the Use Book. Nor can any member of the Service sent out from Washington require a supervisor to detail rangers to accompany him on his trips over the reserve. Such details are entirely in the discretion of the supervisor. It is intended that visits from members of the technical force shall not interfere in any way with the regular reserve work, but of course supervisors are expected to assist them whenever practicable.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 109

DELAYED SHIPMENTS FROM WASHINGTON

SEPTEMBER 17, 1906.

Whenever shipments of equipment or supplies of any kind to you from the Washington office are unduly delayed, you will please write the Forester at once, stating the date upon which the delayed article was requested and giving other details necessary to the Forester's full understanding of the case. In this way you will greatly assist the Washington office in its effort to insure promptness in all shipments.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 110

TRANSFER OF LITHOGRAPHIC WORK

OCTOBER 24, 1906.

On November 1 the lithographic work, which now is done in the subsection of maps in the office of forest products, will be transferred to the photographic laboratory in the office of record.

After that date requisitions for lithographic work should be made on the photographer.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 111

RESPONSIBILITY FOR KEEPING UP STOCK

OCTOBER 30, 1906.

Hereafter at the end of each week the property clerk will make an estimate of stock on hand of all articles used in the office or field. On the following Monday he will take this estimate to each chief of office,

who will personally examine it and inform the property clerk what increase of stock should be made to meet the probable needs of his office. The property clerk will, under direction of the chief of record, order new stock in accordance with the estimates of the chiefs, up to the limit of his allotment.

Responsibility under this arrangement will be as follows:

Chiefs of offices will be responsible for seeing that the proper amount of stock is kept on hand to meet the needs of their work promptly and fully.

The property clerk will be responsible for keeping the chiefs informed as to the stock on hand and for ordering additional stock, when instructed.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 112

REPORTS OF INSPECTORS

OCTOBER 31, 1906.

Hereafter all letters to forest officers in charge, based upon inspectors' reports, will be accompanied by copies of the reports, except that portions relating personally to officers in charge may or may not be sent, in the discretion of the chief of office of reserve organization.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 113

SIMPLIFIED SPELLING

NOVEMBER 12, 1906.

Hereafter the simplified spelling used by the Government Printing Office in publications will be followed in all typewriting work of the Forest Service, including correspondence.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 114

COPIES OF MISCELLANEOUS LETTERS FOR INFORMATION OF OFFICERS IN CHARGE

NOVEMBER 21, 1906.

It is very important that officers in charge should be informed upon every matter which concerns their reserves. Hereafter all offices will make one additional carbon of each letter to any person not in the Forest Service which relates to any reserve, and forward it to the proper officer marked "Duplicate for information of supervisor."

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 115

TRANSFER OF ALLOTMENT

NOVEMBER 22, 1906.

When the office of record is informed by memorandum (Form 659) of the transfer of a member from one office to another, it will be definitely stated on the form whether a transfer of allotment to cover salary or expenses is necessary.

The blank space in the middle of the form below the word "Reasons" should be used for this purpose, and the action to be taken indicated as follows: "Allotment—no change," "Allotment—transfer salary," "Allotment—transfer \$—— for expenses," "Allotment—transfer salary and \$—— for expenses."

When a transfer is made from one section or one reserve to another in the same office, no notation with regard to allotment is required.
By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 116

(Amends Service order 106.)

CORRESPONDENCE

NOVEMBER 28, 1906.

Hereafter letters to members of the Forest Service will be written full-spaced. This amends paragraph 3, under the heading "Language," page 8, Service order 106.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 117

CERTIFICATION OF ABSTRACTS OF RECEIPTS

DECEMBER 5, 1906.

The chief of law will hereafter represent the Forester in checking up the quarterly abstracts of receipts which will be presented to him for that purpose by the special fiscal agent immediately after the close of each quarter.

These abstracts will be checked, approved if found correct, and transmitted to the Auditor for the State and other Departments not later than the 10th day of the month following the close of each quarter.

The special fiscal agent will send his duplicate certificates of deposit to the chiefs of office concerned, who will see that they are immediately examined, entered, certified, and delivered to the chief of law, or to the person designated by him to receive them.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 118

RECORD OF COOPERATIVE FUNDS

DECEMBER 5, 1906.

Hereafter a record of payments due and of payments made to the Forest Service on account of cooperative work will be kept by the office having supervision of the work.

This record will be kept upon cards upon which will be entered the name and address of the contributor, a reference to the files where the detailed record of the work may be found, the amount or amounts to be paid by the contributor in accordance with his agreement, and the amount or amounts actually paid as shown by the special fiscal agent's duplicate certificates of deposit.

This card record will be used in checking up the special fiscal agent's duplicate certificates of deposit as required by Service order 117.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 119

PEREMPTORY ORDERS TO BE AVOIDED

DECEMBER 17, 1906.

The phrase "you will" should not be used in giving orders or instructions. It is peremptory without adding force, and a friendlier tone is more courteous as well as more effective. We are all working together.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 120

NOTIFICATION TO THE EDITORIAL SECTION OF THE PLAN OF DISTRIBUTION FOR NEW PUBLICATIONS

DECEMBER 27, 1906.

Every manuscript submitted to the office of publication and education for review preliminary to publication will be accompanied by a statement of the plan of distribution proposed by the originating office, which shall be approved and initialed by the chief of office. Editorial suggestion of changes in this plan shall be governed by the same rules as other editorial changes. When a manuscript of a publication is transmitted to the Division of Publications the final scheme of distribution will be transmitted to the office of record, to enable the preparation at the proper time of the necessary mailing franks.

By order of the Forester:

JAMES B. ADAMS, *Chief*.

Service Order 121

(Supersedes Bureau orders 33 and 40.)

STENOGRAPHY AND TYPEWRITING

DECEMBER 28, 1906.

Hereafter requests for work made upon the section of stenography and typewriting will be addressed to the chief of record in the form of a requisition signed by the chief of the office for which the work is to be done.

The typewriting done in the Forest Service will be reduced to the least amount consistent with good administration. The cooperation of chiefs of offices is necessary to secure economy in this work. The following indicates a few of the lines along which a saving can be effected:

Clean copies will not be made of material already clean enough for the printer or for filing.

No manuscript will be presented for typewriting until it has been so carefully revised that it is actually in final form.

Botanical names, technical terms, and names of persons, towns, mountains, streams, etc., will be plainly written and correctly spelled. When tables are included the form of tabulation must be indicated. Every step will be taken to avoid the necessity of a second copying.

Letters will not be copied merely for greater ease in reading.

Final copies will not be made on white paper except when specially authorized. Making them often involves the rewriting of copies on yellow paper which would otherwise be sufficient.

Papers already filed in one office or section will not be copied for the file of another office or section when a cross-reference sheet answers every necessary purpose.

Members of the Service who can use a field typewriter or have no good objection to learning to use it, will be furnished with field typewriters and required to submit their reports in typewritten form.

The above rules will apply equally to typewriting done in offices.

Stenographers permanently assigned to offices will be limited to the number necessary to conduct the office correspondence, and requisition will not be made for the temporary detail of stenographers to offices unless the work involves dictation or personal supervision in the office. When the work for which the detail is made becomes permanent the detail will be terminated and the stenographer regularly transferred to the office.

By order of the Forester:

JAMES B. ADAMS, *Chief.*

Service Order 122

DIRECTION BY FOREST SUPERVISORS OF ALL WORK IN THEIR RESERVES

JANUARY 17, 1907.

The following order will take effect on February 1:

Beginning with that date, every member of the Forest Service at work upon a forest reserve, with the exception of chiefs of offices, inspectors, chiefs of sections, and members of the Service assigned to

the examination of agricultural claims under the act of June 11, will be detailed to the forest supervisor concerned. This puts squarely upon the supervisor the responsibility for the direction of all work, whether permanent or temporary, going on upon his reserve. Chiefs of offices will retain the power to institute special studies upon the reserves within their respective fields. But once the men are on the ground, the work will be carried on under the immediate direction of the supervisor.

To illustrate by a concrete case, it is assumed that the office of forest management, after consultation with the supervisor, decides to make a detailed study of a certain body of timber upon a given reserve. An outline covering the scope and method of the work will be sent to the supervisor by the chief of forest management. The men detailed to the work will then report to the supervisor for instructions. The supervisor will instruct them definitely, basing his instructions upon the outline forwarded by the chief of management, and also upon his own judgment regarding the best means of carrying out the work on the ground. Throughout the course of the work the men detailed to it will apply direct to the supervisor for additional instructions or advice as required. In each case the supervisor will give the necessary orders, calling upon the chief of office through the Forester when he is in doubt as to the best course to pursue. When the work is done, the report upon it will be submitted to the supervisor, who will send it, with his criticisms, to the forester, for transmission to the office concerned.

OVERTON W. PRICE,
Associate Forester.

THE USE BOOK

OFFICIAL AUTHORIZATION

U. S. DEPARTMENT OF AGRICULTURE,
FOREST SERVICE,
Washington, D. C., June 11, 1906.

SIR: I have the honor to present for your approval a revision of the regulations and instructions for the use of the national forest reserves.

Very respectfully,

GIFFORD PINCHOT, *Forester.*

HON. JAMES WILSON, *Secretary.*

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., June 12, 1906.

The accompanying regulations, bearing date June 11, 1906, are, under authority conferred by law upon the Secretary of Agriculture, hereby approved, made, and established to take effect July 1, 1906, and all previous regulations in conflict with them are hereby revoked. The Forester is authorized to issue appropriate instructions for the execution of these regulations and regulations hereafter established.

JAMES WILSON, *Secretary.*

TO THE PUBLIC

The timber, water, pasture, mineral, and other resources of the forest reserves are for the use of the people. They may be obtained under reasonable conditions without delay. Legitimate improvements and business enterprises are encouraged.

Forest reserves are open to all persons for all lawful purposes.

Persons who wish to make any use of the resources of a forest reserve for which a permit is required should consult the nearest forest officer.

Ten per cent of all receipts from forest reserves are given to the counties in which they lie, to be used for schools and roads.

No one but the special fiscal agent, Forest Service, Washington, D. C., is authorized to receive payments for the use of the forest reserves.

Payments must be in the form of postal or express money orders or national-bank drafts on New York City. Other forms of drafts, checks, certified checks, or postage stamps will not be accepted. (Regulation 7, p. 71.)

Complaints should be made in writing, both to the immediate superior of the officer complained against and to the Forester at Washington.

Every user of a forest reserve will be held responsible for knowing the regulations and obeying them.

HISTORY AND OBJECTS OF FOREST RESERVES

Forest reserves are for the purpose of preserving a perpetual supply of timber for home industries, preventing destruction of the forest cover which regulates the flow of streams, and protecting local residents from unfair competition in the use of forest and range. They are patrolled and protected at Government expense for the benefit of the community and the home builder.

We know that the welfare of every community is dependent upon a cheap and plentiful supply of timber; that a forest cover is the most effective means of maintaining a regular stream flow for irrigation and other useful purposes, and that the permanence of the live-stock industry depends upon the conservative use of the range. The injury to all persons and industries which results from the destruction of forests by fire and careless use is a matter of history in older countries, and has long been the cause of anxiety and loss in the United States. The protection of the forest resources still existing is a matter of urgent local and national importance. This is shown by the exhaustion of lumbering centers, often leaving behind desolation and depression in business; the vast public and private losses through unnecessary forest fires; the increasing use of lumber per capita by a still more rapidly increasing population; the decrease in the summer flow of streams just as they become indispensable to manufacture or irrigation; and the serious decrease in the carrying capacity of the summer range. It can not be doubted that, as President Roosevelt has said, "The forest problem is in many ways the most vital internal problem of the United States."

As early as 1799 Congress provided for the purchase of timber lands to supply the needs of the Navy, and in 1817 further legislation directed the setting apart of public lands for the same purpose, and provided penalties for the unauthorized cutting of any public timber. Other acts, from time to time, made similar provisions for setting apart forest land for specific purposes, but the first attempt to secure a comprehensive administration of the forests on the public domain was in 1871, by a bill introduced in the Forty-second Congress, which failed of passage.

In 1876, \$2,000 was appropriated to employ a competent man to investigate timber conditions in the United States, and on June 30, 1886, an act was approved creating a Division of Forestry in the Department of Agriculture. On July 1, 1901, this Division became the Bureau of Forestry (now the Forest Service, since the act of March 3, 1905), employing practically all the trained foresters in the United States, and engaged in almost every branch of forest work in every State and Territory except the actual administration of the Government forest lands. This remained in the Department of the Interior, which, although possessing complete machinery for the disposal of

lands, was provided with neither system nor trained men for conservative forest management.

In the meantime, with the increasing realization that the nation's timber supply must be protected, and with the immense growth of irrigation interests in the West, the necessity for retaining permanent Federal control over selected forest areas was recognized by a brief section inserted in the act of March 3, 1891, which authorized the President to establish forest reserves. (Appendix, p. 146.) The first exercise of this power was in the creation of the Yellowstone Park Timber Land Reserve, proclaimed by President Harrison March 30, 1891.

The mere creation of forest reserves, however, without provision for their administration, was both ineffectual and annoying to local interests dependent upon their resources. Consequently the Secretary of the Interior, in 1896, requested the National Academy of Sciences to recommend a national forest policy. This resulted in the passage of the act of June 4, 1897 (Appendix, p. 147), under which, with several subsequent amendments, forest reserves are now administered.

On the theory that the management of land, not of forests, was chiefly involved, this law gave the Secretary of the Interior authority over the reserves and provided that their surveying, mapping, and general classification should be done by the United States Geological Survey and the execution of administrative work by the General Land Office.

But the technical and complex problems arising from the necessary use of forest and range soon demanded the introduction of scientific methods and a technically trained force, which could not be provided under the existing system. The advice and services of the Bureau of Forestry were found necessary, but, under the law, could be but imperfectly utilized. The necessity of consolidating the various branches of Government forest work became apparent and was urged upon Congress by the President and all the executive officers concerned. Finally, the act of February 1, 1905, transferred to the Secretary of Agriculture entire jurisdiction over the forest reserves, except in matters of surveying and passage of title. (Appendix, p. 149.)

The regulations and instructions for the use of the national forest reserves here published are in accordance with the act last mentioned and the various supplementary and amendatory laws passed since June 4, 1897. They are based upon the following general policy laid down for the Forest Service by the Secretary of Agriculture in his letter to the Forester dated February 1, 1905:

"In the administration of the forest reserves it must be clearly borne in mind that all land is to be devoted to its most productive use for the permanent good of the whole people, and not for the temporary benefit of individuals or companies. All the resources of forest reserves are for use, and this use must be brought about in a thoroughly prompt and businesslike manner, under such restrictions only as will insure the permanence of these resources. The vital importance of forest reserves to the great industries of the Western States will be largely increased in the near future by the continued steady advance in settlement and development. The permanence of the resources of the reserves is therefore indispensable to continued prosperity, and the policy of this Department for their protection and

use will invariably be guided by this fact, always bearing in mind that the conservative use of these resources in no way conflicts with their permanent value.

"You will see to it that the water, wood, and forage of the reserves are conserved and wisely used for the benefit of the home builder first of all, upon whom depends the best permanent use of lands and resources alike. The continued prosperity of the agricultural, lumbering, mining, and live-stock interests is directly dependent upon a permanent and accessible supply of water, wood, and forage, as well as upon the present and future use of these resources under business-like regulations, enforced with promptness, effectiveness, and common sense. In the management of each reserve local questions will be decided upon local grounds; the dominant industry will be considered first, but with as little restriction to minor industries as may be possible; sudden changes in industrial conditions will be avoided by gradual adjustment after due notice, and where conflicting interests must be reconciled the question will always be decided from the standpoint of the greatest good of the greatest number in the long run."

RELATION OF FOREST OFFICERS TO THE PUBLIC.

The administration of forest reserves is not for the benefit of the Government, but of the people. The revenue derived from them goes, not into the general fund of the United States, but 10 per cent of it directly to the counties in which the reserves are situated (Appendix, p. 151), and the other 90 per cent toward maintaining upon the reserves a force of men organized to serve the public interests. This force has two chief duties: To protect the reserves against fire and to assist the people in their use.

Forest officers, therefore, are servants of the people. They must answer all inquiries concerning reserve methods fully and cheerfully, and be at least as prompt and courteous in the conduct of reserve business as they would in private business. They must obey instructions and enforce the regulations for the protection of the reserves without fear or favor, and must not allow personal or temporary interests to weigh against the permanent good of the reserves; but it is no less their duty to encourage and assist legitimate enterprises.

They must make every effort to prevent the misunderstanding and violation of reserve regulations by giving information fully and freely. The object should be to prevent mistakes rather than to have to punish them. Information should be given tactfully, by advice, and not by offensive warnings.

Forest officers will be required to be thoroughly familiar with every part of this book, and to assist the public in making applications for the use of the reserves.

SPECIAL INVESTIGATIONS UPON FOREST RESERVES.

It is the active policy of the Forest Service to manage the forest reserves upon a sound technical as well as business basis. Improvement in the standard of the technical management alone can secure steady and constant increase in returns without depleting the forest. To this end careful investigation is essential. This includes special study of the habits and requirements of trees as a basis for the regu-

lation of cutting of every kind. Special attention will be given to finding new uses for species at present valueless or little used, as well as for the trees already classed as commercial. Studies will be made of damage by fire and the best means of preventing it, and, in cooperation with the Bureau of Entomology, of the prevention and control of insect ravages. In these and in many other ways the basis of knowledge necessary for the best forest work will be laid.

To sum up, the forest reserves will be studied with reference to their best use for every purpose. These studies will not be limited to the present applications for the use of the reserves. They will be aimed at developing wider uses, not merely at meeting the present demand in the most satisfactory way. Whether the work is done under the supervision of inspectors or other officers sent out from Washington or under the technical assistants stationed permanently on the reserves, the local officers will in every case assist and cooperate in the work so far as possible with justice to their regular duties.

All available Government publications of interest will be sent to any member of the Forest Service free of charge on application to the Forester.

PROTECTION OF CITY WATER SUPPLIES.

The Forest Service intends to improve and protect the forest cover of watersheds within forest reserves on which adjacent cities and towns are dependent for their water supply. If the authorities of any such town have determined by investigation that the decrease of the water supply is caused by overgrazing, excessive cutting, or fire, they are invited to apply to the Forest Service for assistance after consulting with the supervisor.

The supervisor on receipt of requests of this nature will immediately report to the Forester in detail, covering the following points:

Location and area of the watershed.

Distance from the reserve line of the intake of the city supply.

Description of the forest, including species, density, reproduction, soil, slope, and ground cover.

Definite recommendations as to steps the Forest Service should take to improve or protect the watershed by planting, trail building, extra fire patrol, closing to stock, or prohibiting the sale of timber.

CLAIMS AND RIGHTS

I. IN GENERAL.

Questions involving title to unperfected valid claims are entirely within the jurisdiction of the Secretary of the Interior. A valid claim is defined as one initiated in good faith under some act of Congress and continued by use consistent with the character of the claim and necessary for its actual development.

REGULATION 1. Persons having valid claims under the public land laws or legal titles to lands within forest reserves are free to occupy and enjoy their holdings, but must not interfere with the purposes for which the reserves are created, and must not cut timber or make use of forest reserve land without a permit, except within the limits and

for the actual development of their claims. Any other use will constitute trespass. (Pp. 106 and 173.)

REGULATION 2. The Forest Service will endeavor to protect valid claims within forest reserves and make the reserves contribute to their development, but forest reserve officers are required to report illegal holdings.

REGULATION 3. The Forest Service will grant preference in the use of privileges to actual residents in or near forest reserves.

REGULATION 4. The supervisor may, within six months from the cancellation or abandonment of any claim to land in a forest reserve, permit the claimant to remove his improvements from the claim, if the supervisor believes that such removal will not injure forest reserve interests.

A person who has made selection of other land in lieu of the land formerly claimed by him may not be allowed to remove his improvements if they are necessary for the use of the Forest Service.

Forest officers should endeavor to ascertain the status of all claims which come under their observation when traveling through the reserve, and should make notes of any facts which show the good or bad faith of the claimant. They should make special examinations and reports only—

(1) When specifically ordered to do so.

(2) When they believe that the claimant is making an unlawful use of the land claimed by him or is injuring forest reserve interests.

(3) When they believe that the claimant settled upon lands in the forest reserve after its establishment and without warrant of law.

(4)^a When notified by the local land office that a claimant has applied to make proof, in which case they should, during the period of publication if practicable, make report upon the proper form (654 or 655), both to the local land office and to the Forester. If unable to make the report during the period of publication, they must indorse upon the notice from the land office the following: "The Forest Service protests against this claim and requests a further investigation," and sign and return it to the local land office, notifying the Forester of their action. If the proof is taken near a supervisor's headquarters he should endeavor to be present to cross-examine the witnesses; otherwise he need not attend the hearing, unless he deems it especially important or is directed to attend by the Forester. He will, in all protests and reports which he files in the local land office, give the names and addresses of witnesses by whom the facts can be proved.

Forest officers will give all possible assistance to special agents of the General Land Office investigating claims in their respective reserves.

If a forest officer is regularly subpoenaed to attend and testify as a witness for the United States at any hearing, he will obey without question as to his expenses, for which he will be reimbursed by the Forest Service, but for attendance in a case pending in the courts he should present his claim to the clerk of the court and not charge his expenses to the Forest Service. When subpoenaed to appear and testify as a witness for any other party, he must obey the subpoena if he receives proper assurance that his fees and mileage will be paid.

If he can not safely leave his reserve he must ask the local land officers or the attorney to secure a continuance to a date when he can

^a For modification of this paragraph see Forest Reserve Order 11, page 182.

appear. If the continuance is denied he must report the fact of subpoena and the emergency which prevents his obeying it to the Forester, by wire, if necessary, and ask for instructions. In no event would he be justified in leaving a fire on the reserve when his presence is necessary to check it.

II. AGRICULTURAL.

Homestead claimants are required to live upon and to cultivate or graze the land embraced in their claims. The Interior Department excuses temporary absences when rendered necessary, but they must be the exception and not the rule, and the land embraced in the entry must be used for the home of the claimant to the exclusion of a home elsewhere. Lands may not be appropriated and patented under the homestead laws if entrymen use them merely for grazing headquarters during a few weeks or months each year and maintain their homes elsewhere.

Desert-land entries must be for lands incapable of producing a crop without irrigation, and water must be conducted to the claim before the entry will be approved by the Interior Department. (See "Circular from the General Land Office * * * January 25, 1904.")

No claims can be initiated for agricultural land in forest reserves until it is classified as chiefly valuable for agriculture, listed in the local land office, and opened by the Secretary of the Interior, in accordance with the act of June 11, 1906. (Appendix, p. 160, and note the provisions with regard to the Black Hills Forest Reserve, and certain counties in southern California.) Applications for classification and listing must be mailed to the Forester, Washington, D. C., by the applicants, and will secure to them a preference right of settlement and entry unless the land was occupied by a bona fide settler prior to January 1, 1906, in which case the settler has the preference right.

All applications must give the name of the forest reserve and describe the land, examination of which is requested, by legal subdivisions, section, township, and range, if surveyed, and if not surveyed by reference to natural objects, streams, or improvements with sufficient accuracy to identify the land.

Only one tract of land will be examined on the application of the same person, but if it is rejected or withdrawn a second application will be considered for other land. Applications received at Washington in the same mail for the examination of the same tract of land will be treated as simultaneous. Notice of all conflicting applications will be given.

Areas known to have been occupied by actual settlers prior to January 1, 1906, will be examined first, and when such areas are found chiefly valuable for agriculture they will be listed in order that the occupants may make entry under the act. The mere fact that a person has settled upon land will not influence the decision with respect to its agricultural character. Settlers must not expect to include valuable timber land in their entries. Settlement made after January 1, 1906, and in advance of opening by the Secretary of the Interior is not authorized by the act, will confer no rights, and will be trespass.

Settlement and entry under the act will be within the jurisdiction of the Secretary of the Interior, who will issue appropriate instructions. (Appendix, p. 161.)

III. MINING.

Mining claims within forest reserves may be freely sought for, located, developed, and patented in accordance with the mineral land laws and forest reserve regulations. (Appendix, p. 148.) The administration of these laws is under the jurisdiction of the Secretary of the Interior. (Appendix, p. 150.)

The discovery of a mere trace of mineral is not sufficient to make a claim valid, unless both the character of the mineral and the manner of its occurrence are such as to warrant expenditure for development and reasonable expectation of a valuable discovery. (Appendix, p. 173.)

In entries of placer mining claims by associations, if any subdivision is not mineral and this fact is shown, it will be eliminated from the entry before patent. (Appendix, p. 175.)

Any recognized mineral substance, if found in sufficient quantity, will warrant entry under the mineral land laws; for example, building stone, china or fire clay, coal, limestone, oil, salt, slate, etc., but not brick clay, sand, or gravel. (Appendix, p. 175.)

IV. ADMINISTRATIVE.

Lands needed for supervisors' headquarters, rangers' cabins, gardens, or pastures, and Forest Service nursery sites should be selected, so far as possible, from nonmineral, unclaimed lands, and will be specially reserved from any form of location or entry. Supervisors should recommend sufficient reservations to meet the future as well as the present needs of the Service. If it becomes necessary to recommend the reservation of land probably valuable for mining purposes or embraced in an invalid claim, a special report should accompany the recommendation, showing the necessity for reservation and the character of the claim.

V. STATE LANDS.

Indemnity selections may be made by the States and Territories for granted school sections 16 and 36 when in a forest reserve, and these sections will then become part of the reserve. (Appendix, p. 172.) If the reserve was established before the survey of sections 16 and 36 they become forest reserve lands, except in Montana, South Dakota, and Washington; in other States and Territories the grant of these sections will not take effect, except for indemnity selection purposes, until and unless they are eliminated from the reserve. (Appendix, p. 173.)

The removal of timber from unsurveyed forest reserve lands without permit is trespass and will be promptly reported in all cases, without regard to the fact that after survey such lands may become sections 16 and 36, or railroad sections. (Appendix, pp. 173, 175.)

VI. TOWN SITES.

Lands in forest reserves embraced in valid town-site settlements made before the establishment of the reserves may, unless abandoned, be entered and patented under the town-site laws, without regard to the length of time which has elapsed after their settlement or after the establishment of the reserve. If a petition addressed to the Forester and an investigation made under his direction show that it is necessary and advisable to use forest reserve land for town-site purposes, an Executive order to exclude the land may be issued, in which case provision will be made for its entry under the town-site laws and the regulations of the Department of the Interior.

VII. RAILROAD LANDS.

A railroad does not acquire title to nor the right to use, lease, or sell land within the primary limits of its grant before Government survey, nor within its indemnity limits before Government survey and approval of selection. (Appendix, p. 175.) When the plats and field notes of survey show land in forest reserves to be mineral in character, use, lease, or sale by a railroad will not be allowed unless its selection of such land has been approved by the Department of the Interior.

VIII. LIEU SELECTION.

No right now exists to exchange private holdings within forest reserves for lands elsewhere, except when such right was established before March 3, 1905, and except the indemnity selection right for school sections 16 and 36, referred to above (p. 68).

JURISDICTION

The authority to grant special privileges and rights of way within forest reserves is divided as follows:

I. Applications for permission to occupy or use lands, resources, or products of a forest reserve, which occupation or use is temporary in character, and which, if allowed, will in no wise affect the fee or cloud the title of the United States, are under the jurisdiction of the Secretary of Agriculture.

II. All applications affecting lands within a forest reserve, the granting of which amounts to an easement running with the land, are within the jurisdiction of the Secretary of the Interior.

All privileges within forest reserves, except for timber and grazing, are "Special privileges," and the following are the more usual ones under Class I and must be applied for through the forest supervisors:

CLASS I.

- (a) Trails and wagon roads.
- (b) Schools and churches.
- (c) Hotels, stores, mills, stage stations, apiaries, miners' camps, stables, summer residences, sanitariums, dairies, trappers' cabins, and the like.

(d) Pastures, drift fences, corrals, and agricultural land.

(e) Canals, ditches, flumes, pipe lines, tunnels, dams, tanks, and reservoirs, within forest reserves, when no easement in the land occupied is required.

(f) Steamboats and ferries operated within forest reserves.

(g) Aerial tramways and wire-rope conveyors, when no easement in the land occupied is required.

(h) Private railroads, tramroads, telegraph, telephone, or electric-power lines, and the plants or buildings necessary for their use, when no easement in the land occupied is required.

(i) The purchase of sand, clay, gravel, hay, and other forest reserve products.

(j) Other similar privileges which do not amount to a disposal of the land.

These privileges are granted either under the act of February 15, 1901 (Appendix, p. 157), under the act of February 28, 1899 (Appendix, p. 156), or under those provisions of the act of June 4, 1897 (Appendix, p. 147), which authorize the Secretary of Agriculture to make rules and regulations for the occupancy and use of forest reserves. (For regulations and instructions governing these special privileges, see pages 89 to 94, inclusive.)

CLASS II.

Privileges and rights of way under this class are granted by the Secretary of the Interior only, and must be applied for through the local land offices, never through forest officers.

The more usual ones in this class and the acts of Congress under which they are granted are as follows:

(a) Rights of way to use water for municipal or mining purposes. (Act of February 1, 1905, section 4, Appendix, p. 156.)

(b) Rights of way for irrigation purposes. (Act of March 3, 1891, and amendatory act of May 11, 1898; Appendix, pp. 155, 156.)

(c) Rights of way for railroads. (Act of March 3, 1875, as extended by act of March 3, 1899; Appendix, pp. 153, 155.)

For instructions governing these rights of way see page 94.

DURATION OF AND CHARGE FOR PERMITS

REGULATION 5. Permits for the use of the forest reserves, unless otherwise specifically fixed by regulation, may be granted by the Forester for any term consistent with forest reserve interests. If, however, land covered by any permit is excluded from a reserve, the permit then expires. The Forester may also make a reasonable charge for any permit, right, or privilege.

REGULATION 6. Permits are not assignable, and abandonment in favor of another necessitates new application and permit. In case of abandonment and issuance of new permit, the original permittee may sell his improvements to the new permittee, and any payments made by him may apply on the new permit, in the discretion of the Forester. (Appendix, p. 153.)

RECEIPTS

REGULATION 7. The special fiscal agent, Forest Service, Washington, D. C., is authorized to receive all payments to the Forest Service. Forest officers are prohibited from receiving any payments. Payments must be by postal or express money orders or national bank drafts on New York City. Payments to the special fiscal agent must be accompanied by printed form letters of transmittal (Form 861), which will be furnished the payor by the forest officers. The letter of transmittal must designate the transaction on account of which the payment is made, and must be signed by the payor and the forest officer conducting the transaction. A duplicate of the form letter of transmittal, signed only by the forest officer, must at the same time be sent to the Forester.

Forest officers will explain to persons making payments the requirements of regulation 7. At the time the letter of transmittal is signed by the forest officer and delivered to the payor the form in which the remittance must be made must be fully explained. No action will be taken on any application if the remittance is not made as required by this regulation, but remittance will be returned to the sender. Forest officers should make out the letter of transmittal for the payor and see that it is correct in every particular. Before signing any letter of transmittal the forest officer will make a copy, except when prepared in the Forester's office (p. 90), mark it on the upper margin with rubber stamp or pen and ink with the words "Duplicate for the information of the Forester," and send it to the supervisor, who will make the proper record, initial it on the lower left-hand corner, and send it to the Forester.

REFUNDS

REGULATION 8. Claims for refund of payments made on the Forest Service must be addressed to the supervisor, who will forward them to the Forester with his recommendations. If the Forester approves the claim, the amount found not due the United States will be refunded by the special fiscal agent upon presentation of a voucher prepared in accordance with the Fiscal Regulations of the Department of Agriculture and approved by the Forester.

Claims for refunds should be sent to the supervisor of the reserve on which the original payment was made, who will send them to the Forester with his recommendations. If the claim is allowed, a voucher will be prepared and sent to the claimant for his signature and returned to the Forester, who, if he approves the voucher, will instruct the special fiscal agent to pay the claim. Refunds on grazing permits are subject to special restrictions (p. 99).

BONDS, CONTRACTS, AND STIPULATIONS

REGULATION 9. The Forester may demand and approve such bonds, require such stipulations, and approve and execute such leases and other contracts as are required or permitted by law or these regulations, or as the Secretary of Agriculture is required or permitted to demand, approve, require, or execute in matters affecting the Forest Service, except contracts for advertising.

FREE USE OF TIMBER AND STONE

The law gives the Secretary of Agriculture discretion to allow or refuse the free use of forest-reserve timber and stone, under such regulations as he may prescribe, by "bona fide settlers, miners, residents, and prospectors for minerals, for firewood, fencing, building, mining, prospecting, and other domestic purposes as may be needed by such persons for such purposes, such timber to be used within the State or Territory, respectively, where such reservations may be located, and by the United States." (Appendix, p. 148.)

REGULATION 10. The free-use privilege may be granted to settlers, farmers, prospectors, or similar persons who may not reasonably be required to purchase, and who have not on their own lands or claims, or on lands controlled by them, a sufficient or practicably accessible supply of timber or stone for the purposes named in the law. It may also be granted to school and road districts, churches, or cooperative organizations of settlers desiring to construct roads, ditches, reservoirs, or similar improvements for mutual or public benefit. Free use of material to be used in any business will be refused, as, for example, to sawmill proprietors, owners of large establishments or commercial enterprises, and companies and corporations. The free-use privilege will not be given to any trespasser.

Whether an applicant is entitled to free use must be decided by the forest officer who receives the application. In all cases not clearly covered by the letter of the regulations he should be guided by their spirit, especially as expressed by the term "those who may not reasonably be required to purchase," and by the distinction between personal and commercial use. A member of a corporation is not necessarily debarred from free use of fuel for his own home, although his ability to secure it from another source should be considered if the reserve supply is limited and in demand by more needy applicants. Residents of towns and villages engaged in business or earning a livelihood are reasonably expected to purchase fuel and building material for town dwellings and other home structures. A settler may receive a liberal allowance for his own use, but he is not entitled to free material for sale or profit. There is no more reason for giving a hotel keeper or merchant timber without charge solely to build or warm his hotel or store than for giving him a stock of goods, yet it need not be refused the proprietor of a small establishment when it will be used chiefly by himself and his family. Prospectors should be assisted to develop their properties, but owners of mines, who employ men on wages, should be required to buy. Free timber for use on alleged fraudulent claims may be granted for fuel only, pending the final determination of title to the claims.

REGULATION 11. Except in cases of great and unusual need, no applicant will be given more than two free-use permits in one year, nor may the aggregate amount of material granted in the two permits exceed \$20 in value, except in the case of schools or road districts, churches, and noncommercial cooperative organizations, when the supervisor may, in his discretion, extend the amount to any value not exceeding \$100. The duration of any permit will be fixed by the issuing officer, and will not exceed six months. If the permittee fails to remove timber within the time stated in the permit, the forest officer may grant the timber to another applicant. A permit will not be renewed to an applicant who has not availed himself of

the privilege until the tract has been open to application by others for thirty days. In cases of unusual emergency, however, it may be extended by the supervisor, or, if for \$20 or less, by a ranger authorized to grant free use.

The object of limiting the number of permits to two in one year is to overcome the possibility of having otherwise to issue permits at any and every time it may occur to an applicant that he would like to procure timber, when by a little forethought and calculation he could probably supply his needs by two applications within the year.

REGULATION 12. All supervisors, all forest rangers and deputy forest rangers, and such other forest officers as the supervisor may designate, are authorized to grant or refuse free-use permits up to \$20 in value under these regulations, and to make such restrictions as to quality, amount, location, and removal as they deem necessary to protect the reserves. It is their duty to furnish cheerful assistance to applicants, to act promptly upon all applications, and, in general, to follow as liberal a policy in the matter of free use as the interests of the reserves and the proper performance of their other work will allow.

The free use business of forest reserves will be conducted mainly by the rangers. Subject only to general restrictions, instructions, and supervision, they will decide the rights of applicants to the privilege, assign and direct the removal of material, and be responsible for results.

REGULATION 13. No free-use material may be taken without a permit. Application for a permit may be made verbally or in writing to any officer authorized to grant it. If it receives his approval he will see that the applicant understands the regulations governing the privilege and will fix the amount, kind, and location of the material and the terms under which it must be taken. The privilege of free use must never be granted verbally.

Both the forest officer and the applicant will sign an agreement to these conditions upon the prescribed form, which will be forwarded at once to the supervisor as a part of the records of his office. The permit will be filled out, signed, and delivered to the applicant by the forest officer, who will also record it upon the stub in his notebook. These duplicates will be used by the supervisor in preparing his annual statement of free use business, to be submitted immediately after the close of the calendar year. No map, estimate sheet, forest description, or report need be made unless desired by the ranger or supervisor for his own use. The agreement forwarded to the supervisor should contain sufficient information to enable the latter to record the case properly. Any additional facts may be stated in a letter.

The forest officer issuing a permit, unless he should be the supervisor, who may instruct a ranger to do so, should designate the timber to be cut, by the most practicable means, not necessarily uniform in every case. Living timber must be marked. Dead timber may be marked or, if practicable, an area may be blazed or defined by natural boundaries, and the class of trees to be taken specified. The procedure should be made as simple and economical for both the user and the forest officer as is possible without danger to reserve interests.

Although simple methods and the exercise of judgment are encouraged, there should nevertheless be no tendency to underrate the importance of free-use business or the necessity of considering the good of the reserve. The use of dead material should be encouraged, and the assignment of green timber, when really necessary, must be where it can best be spared. Whenever practicable, dead and defective trees and inferior species should be taken. The cutting will thus improve the forest by taking out the less desirable trees. Low stumps and full use of all trees cut must be required, as well as careful disposal of refuse. Officers in charge of cutting will be held responsible if unnecessary damage is done to young growth or standing timber or if the reproduction of the forest is not properly considered. The violation of any of the regulations governing free use or of the terms of permit constitutes trespass and should be dealt with accordingly, but there should be no failure on the part of the forest officer to make all points clear to the applicant before the permit is granted.

REGULATION 14. Timber granted under a free-use permit may be cut by an agent or may be sawed by a local sawmill, but the work so done must not be paid for by a share of the material.

SALE OF TIMBER

All timber on forest reserves which can be cut safely and for which there is actual need is for sale. Applications to purchase are invited. Green timber may be sold except where its removal makes a second crop doubtful, reduces the timber supply below the point of safety, or injures the streams. All dead timber is for sale. (Appendix, p. 147.)

The prime object of the forest reserves is use. While the forest and its dependent interests must be made permanent and safe by preventing overcutting or injury to young growth, every reasonable effort will be made to satisfy legitimate demands.

Timber cut from forest reserves may be handled and shipped like any other timber, except that it will not be sold for shipment from regions where local consumption requires the entire supply, or is certain to do so in the future. Also, the law prohibits export from the State of timber cut from the Black Hills Forest Reserve in South Dakota, except under special conditions. (Appendix, p. 151.)

Anyone may purchase except trespassers upon the forest reserves or the public domain. There is no limit but the capacity of the forest to the quantity which may be sold to one purchaser, except that monopoly to the disadvantage of other deserving applicants will not be tolerated.

The time allowed for the removal of timber will depend upon the amount purchased. It will always be sufficient for reasonably diligent work, but speculation by holding for rise in value will not be permitted.

In all cases the first step for the prospective purchaser is to consult the nearest forest officer. Inquiries or applications should never be sent to Washington direct.

There are three classes of sales:

(A) Not over \$20 worth of dead timber (p. 75).

These sales may be made directly by any supervisor, forest ranger, or deputy forest ranger, and such other forest officers as the super-

visor may designate with the approval of the Forester. No delay is involved. The applicant should consult in person the nearest forest officer, who will designate the timber, fix the terms of sale, and at once, upon assurance that full advance payment has been forwarded to the special fiscal agent, permit cutting and removal.

(B) Not over \$100 worth of dead or living timber (p. 76).

Application may be made through any forest officer, but the forest supervisor must approve the sale. The only delay involved is the time required for an estimate and report to the supervisor. Upon the latter's approval and permission, after the forwarding of the advance payment required, cutting may begin. Repeated class (B) sales to the same purchaser within a short time will not be allowed unless the timber involved has been examined and advertised for sale.

(C) Over \$100 worth of dead or living timber (p. 76).

Sales of more than \$100 must always be advertised and may be approved only by the Forester and such officers as he may designate. The application and examining officer's report, if indorsed by the supervisor, are sent to Washington. Upon the Forester's approval an advertisement for bids is published in the local papers for thirty days, after deposit to cover this expense has been sent by the applicant. If the applicant is the successful bidder, his approved application forms the agreement. His deposits apply upon the first payment, and the supervisor permits cutting at once. If his bid is unsuccessful his deposits are returned.

KINDS AND METHODS OF SALES.

REGULATION 15. All forest rangers, deputy forest rangers, and such other forest officers as the supervisor may designate, with the approval of the Forester, are authorized to sell dead timber in amounts not exceeding \$20 in value, and all forest supervisors to sell dead or living timber worth not more than \$100. The Forester is authorized to make timber sales for larger amounts, and to delegate this authority in special cases.

The methods of sale are as follows:

A. RANGER SALES.

Dead timber only, not over \$20 in value. Advertisement not required (p. 74).

A request to purchase dead timber not over \$20 in value may be acted upon by any forest ranger, deputy forest ranger, any forest officer designated by the supervisor with the approval of the Forester, or by any supervisor. The forest officer makes an examination, fixes the terms of sale, and designates the timber to be cut. Formal application is made out in duplicate and signed by the purchaser, who also forwards payment in full to the special fiscal agent, with a letter of transmittal given him by the forest officer, who will at once fill out a copy, mark it "Duplicate," and forward it to the Forester through the supervisor (p. 71).

The duplicate should state, in addition to information given in the original, the amount of timber of each species included in the sale and the price per thousand feet or other unit. The forest officer, upon being shown the receipt, if the payment is made by express

or postal money order, or the draft itself if by national bank draft on New York, as assurance of payment, will approve both copies of the application and at once permit cutting and removal. He will at once forward one copy to the supervisor, give the other copy to the purchaser, and record the terms of the sale in his notebook. He will notify the supervisor as soon as the timber is removed and all terms of the agreement fulfilled, and recommend that the sale be closed.

B. SUPERVISOR SALES.

Dead or living timber, not over \$100 in value. Advertisement not required (p. 75).

An examination on the ground is made by the supervisor, or for him by a subordinate. The results are recorded and discussed with the applicant, and form the basis of his formal application, which is filled out in duplicate and signed by him.

If the supervisor approves the application, the applicant forwards first payment or full payment, as agreed upon, to the special fiscal agent, with a letter of transmittal furnished him by the forest officer. A copy of the letter of transmittal is at once forwarded to the Forester by the supervisor, stating, in addition to the information given in the original, the amount of timber of each species and the price per thousand feet or other unit. Upon assurance that payment has been made, the supervisor approves the application and permits cutting to begin. One copy of the approved application is retained by the supervisor and one returned to the purchaser with a copy of the Use Book.

C. FORESTER SALES.

All sales over \$100 in value. Only after advertisement (p. 75).

The steps are the same as in class (B) sales until the supervisor has received the formal application in duplicate, signed by the applicant. If he decides to recommend the sale, the applicant then forwards to the special fiscal agent a deposit of \$50 to cover advertisement instead of the first payment, as in a nonadvertised sale.

Upon assurance that the deposit has been forwarded to the special fiscal agent, the supervisor forwards both copies of the application to the Forester for approval, accompanied by the examining officer's report and his own definite recommendations. If he recommends approval of the application unmodified, he will also initial both copies.

If the application is approved by the Forester the advertisement is forwarded to the supervisor for publication.

Prospective purchasers then submit their bids to the Forester, at the same time forwarding to the special fiscal agent the deposits required by the advertisement.

Upon evidence that the necessary deposit in each case has been made, and after notice from the supervisor on Form 935 that one publication of the advertisement has actually appeared the bids are opened by the Forester.

If the original applicant is the successful bidder, one copy of the application is approved by the Forester, and becomes the agreement; it is returned to the purchaser through the supervisor. The duplicate is placed on file in the Washington office, and a third copy is made and sent to the supervisor for his information. If the successful bidder is

not the applicant, a contract is prepared in triplicate in the Washington office and sent to the supervisor, who retains one copy and has the purchaser execute two copies, which are returned to the Washington office for the approval of the Forester. When approved, one copy is placed on file in the Washington office and the other returned to the purchaser through the supervisor. Cutting may begin when the purchaser has signed the contract, and need not await final approval of the Forester.

REGULATION 16. The supervisor may in his discretion require that a deposit shall be made with the special fiscal agent before examination of or report on any application to purchase timber.

PAYMENTS AND DEPOSITS.

REGULATION 17. All timber must be paid for before it is cut. If in any sale the timber available does not reach the amount estimated and paid for, the necessary refund will be made, provided the purchaser has complied with the terms of the sale.

REGULATION 18. In any sale, unless otherwise ordered, the timber may be paid for in one or more payments, as agreed. In sales not over \$100 the partial payments must not exceed three.

The payer will be furnished by the forest officer with a form letter of transmittal bearing the designation of the sale, which must accompany the remittance to the special fiscal agent. (Reg. 7, p. 71.)

CONDITIONS AND BONDS.

REGULATION 19. The period allowed for the removal of the timber, which in no case will exceed five years, must be fixed in the agreement. If at the expiration of this period the purchaser has not removed all his timber, he forfeits all right to any timber not yet removed and to his purchase money; but in case failure to comply with this restriction was unavoidable, the Forester may, in his discretion, extend the limit to prevent hardship.

REGULATION 20. Timber cut from any forest reserve may be sold in any market anywhere, except that from the Black Hills Forest Reserve in South Dakota insect-infested timber only may be exported. (Appendix, p. 151.)

REGULATION 21. In exceptional cases purchasers may be required to give bond to comply with the terms of agreement. The responsibility of the sureties must be established by the supervisor.

Bonding companies are usually willing to issue continuing bonds for an indefinite period. This form of bond is acceptable and may be made to cover all the operations of an applicant.

REGULATION 22. Failure to observe any of the terms of the agreement constitutes breach of contract. Violation of the following four rules constitutes trespass:

(a) No timber may be cut or removed until it is paid for.

(b) No timber may be removed until it has been scaled and stamped by a forest officer.

(c) Timber may be cut only on the area designated by the forest officer.

(d) No living trees may be cut until marked or otherwise unmistakably designated by a forest officer.

ADVERTISEMENTS AND BIDS.

The law requires that advertisements of all sales over \$100 must be published for not less than thirty days in one or more newspapers of general circulation in the State or Territory. (Appendix, p. 147.)

REGULATION 23. Advertisements of sales must announce the time and place of filing bids and the location and approximate amount of the timber and will refer intending purchasers to the forest supervisor for full information. Before any advertisement based upon application is published the applicant is required to deposit with the special fiscal agent of the Forest Service a sum sufficient to cover the cost of advertising. If the depositor be the successful bidder, this deposit is credited on the purchase price of the timber; but if the timber is awarded to another the deposit is returned. If the applicant should fail to bid during the time fixed for filing bids, the deposit may, at the discretion of the Forester, be retained to pay the cost of advertising. A deposit, to be specified in the advertisement, must accompany each bid. The right is reserved to reject any or all bids.

Upon the recommendation of the supervisor, timber for which there is likely to be a demand and which may be cut with benefit to the forest may be advertised in advance of application to purchase.

REGULATION 24. In sales above \$500, allotments, at the highest price offered, may be made to several bidders to prevent monopoly.

REGULATION 25. After timber has been advertised but not sold, any portion of it may be sold without further advertisement. (Appendix, p. 148.)

ADVANCE CUTTING.

REGULATION 26. The Forester may permit the cutting and removal of timber in advance of an advertised sale, when the applicant has made a deposit covering the value of the timber to be cut and removed and has agreed to pay for all timber actually cut under the privilege or advance cutting at the rate of the highest price paid. (Appendix, p. 148.)

EXAMINATION OF TIMBER APPLIED FOR.

Unless a detailed working plan has been made and full information is already at hand, the first step after the receipt of any preliminary application is to examine the timber. The most vital question concerning the removal of any living timber is whether it can be spared. To decide this question the approving officer must know whether another growth of timber will replace the one removed or whether the land will become waste, whether the water supply will suffer, and whether the timber is more urgently needed for some other purpose. One of the foremost points to be studied is the reproduction of the forest under various conditions. Wherever possible a stand of young thrifty trees should be left to form the basis for a second crop. Good reproduction and in mixed forests reproduction of the most valuable species must be assured before a sale can be recommended. The number of small trees, their kind, their vigor, the seed-bearing capacity of those which would be left after cutting, the possible destruction of the young growth by logging or fire, must all be considered fully. The growth on similar areas which have been logged affords the best guide in this study.

If the timber may be cut safely, then the best method of cutting must be decided; whether all the trees below a certain diameter should be left to form the next crop or only selected seed trees of the valuable species; whether the surrounding timber will furnish enough and the right kind of seed; or, in other words, what system will be surest to bring about satisfactory reproduction. The object of a sale is not solely to realize the greatest possible money return from the forest. The improvement and future value of the stand both for forest cover and for the production of timber must always be considered. In many cases the need of preserving an unbroken forest cover for the protection of watersheds will influence the method of cutting recommended. All this, as well as to fix the quantity and location of timber to be sold, requires an accurate knowledge of conditions on the ground sufficient to decide upon the terms of the sale.

Wherever practicable sales should be made by area rather than by specific amounts of timber. The areas selected should be based mainly upon topography and should conform to the natural boundaries of logging operations. Legal subdivisions are seldom desirable. No small bodies of timber should be left which can be taken at reasonable cost when the rest of the timber is cut but which if left uncut would be isolated and without value. All timber should be included in a sale which would naturally be logged to a given stream, road, or mill site. If this is not possible, an average proportion of the most and least desirable timber should be taken so that the stumpage value of the remaining timber in the locality will not be reduced.

Except in small dead-timber sales of Class A (p. 74) or in free-use cases the examination of any tract from which timber is sought must include—

- (1) Mapping.
- (2) Forest description and estimate of timber.
- (3) Recommendations, with reasons.

MAPPING.

Every report upon timber recommended for sale must contain at least one map. This map must show not only the proposed sale area, but also its location with reference to surrounding forest, topographic features, such as ridges, streams, and roads, proposed roads, camps, and mill sites, lands under patent, or claims, and surveyed lines, if any.

The map must include enough of the surrounding forest to show that the timber applied for may be removed without rendering the surrounding timber inaccessible and unsalable. Burns, barren or open land, forest types, and the limits of merchantable timber on slopes should be shown so far as they affect the desirability of allowing the sale. Within the area applied for itself the forest types should be shown, and the topography should be indicated in sufficient detail to demonstrate the ease or difficulty of logging the timber, and to show the natural boundaries of compartments or logging areas. In small sales one map will show all these data, so that compartment maps are unnecessary, the compartments being indicated by dotted lines. This map should be drawn to a scale of not less than 4 inches to the mile.

Large tracts require location maps on a small scale, showing only the outline of the proposed cutting, the section lines or other location points, the private lands, if any, and dotted lines to represent the

accompanying compartment maps on a larger scale. The latter may then be numerous and large enough to show necessary detail.

The proposed cutting area, as recommended by the examining officer and covered by his estimate and description, whether or not he agrees with the applicant, must always be clearly defined on the map; so must every part for which there is a separate estimate, description, or recommendation.

DESCRIPTION AND ESTIMATE.

Always estimate the timber upon the definite cutting area recommended and shown on the map. An average for any other area of which this tract forms a part is insufficient.

If uncertain conditions of sale or differences between the forest officer and the applicant make it likely that the area recommended may be extended or reduced, then estimates for both the larger and smaller area are required. Otherwise the cutting area should be fixed and estimated by itself, without reference to other lands, whether in the same section or quarter section or not.

Survey lines surrounding forest, and topography will be shown on the map, but the estimate sent in ordinarily need not cover any land not in the cutting area. In many cases, however, where applications for adjoining timber are expected and where the whole body can be most economically examined at one time, the estimate may with advantage include a larger area, so that subsequent sales can be made at once without further examination. In such cases the tract must be divided into compartments, which should be determined not by legal subdivisions but by the natural boundaries of logging operations, such as ridges and streams, open lands, unmerchantable forest, etc., which will form the limits of successive sales. A separate description and estimate must then be submitted for each compartment. The same method should be followed in estimating large bodies of timber which are to be sold at once. Whenever the forest on different compartments requires different treatment or different stumpage prices, the terms of sale should provide for the needs of each. When there is more than one forest type within a compartment, the estimate for the whole compartment must be based upon separate estimates of the stand per acre and area in each type. When the application does not include all the merchantable timber on a tract, the forest officer must submit an estimate of the merchantable timber which will be left after logging. This estimate should include seed trees, young timber which it is deemed inadvisable to cut, and all other merchantable timber not included in the application. In each case the diameter limit, if one is followed, must be specified.

RECOMMENDATIONS.

Among the points to be covered are: Effect upon water flow, possible profit in holding the timber for a future higher price, the need for the timber, the possibility or difficulty of getting it elsewhere, the necessity of preserving the timber, if limited in amount, for important local needs, the reliability of the applicant, and the price which should be obtained. The last is of great importance, especially in sales not requiring advertising, and should be decided not by custom or local stumpage prices, but by the actual value of the timber as determined by its character, ease of logging, and distance

from market. Timber on a gentle slope and near a mill or drivable stream may be worth more than twice as much as less accessible timber. The forest officer should find out the cost of marketing all timber and recommend prices which will make it all about equally desirable. The forest description should always state the cost of each step of logging and manufacture, the sale value of lumber or other material manufactured from timber procured from a forest reserve, and the price which competing lumber from outside sources brings. The estimated profit of the purchaser if the sale is approved at the stumpage rates recommended must also be given. Separate figures upon these points must be submitted for each species included in the sale. In recommending prices for timber used by mining companies, power companies, etc., which is not to be sold in the general market, the cost to the prospective purchaser of securing the material required from the nearest available source outside of the reserve must be fully investigated and reported upon. No application will be approved by the Forester unless the report of the examining officer shows definitely that the full market value of the timber will be received.

If the space for recommendations in the description blank is insufficient, additional sheets may be used. The description of each one of several compartments on one tract must contain separate recommendations unless all compartments are to be handled alike.

PREPARATION OF FORMAL APPLICATION.

If the forest officer decides to recommend a sale, he will explain to the applicant all the requirements of the regulations and the special conditions for that particular sale. All points about the proposed cutting must be discussed fully before the application is made out. The following points must be considered so far as they apply, and the forest officer will add others when necessary:

(1) To what approximate diameter limit 3 feet from the ground should cutting be allowed for the different species?

(2) Should seed trees be left; and if so, of what species and how many per acre?

(3) To what diameter in the top should trees be used?

(4) Should the brush be piled, and how?

(5) Should the purchaser clean up down timber not cut by him and burn brush and tops?

(6) How high should the stumps be? (They should usually not be higher than the tree is thick.)

(7) Should felling be done with saws?

(8) Should hewing be allowed except at skidways and openings?

(9) During what months should cutting be allowed?

(10) What timber may be used for skidways, roads, and camps, and should it be paid for?

(11) Where should camps, roads, dams, etc., be located?

(12) Should the cutting of desirable species only be allowed, or should the purchaser be required to remove all merchantable timber on the tract?

(13) To what extent will young growth be damaged by the proposed lumbering, and what special precautions are necessary to prevent it?

(14) How and where will logs be skidded for scaling? If logs are not skidded, how will extra cost of scaling be paid?

(15) What valid private claims are included in the sale area?

(16) What precautions are necessary to prevent forest fires, and how many employees of the purchaser will be available to assist the forest officers in fighting fire?

(17) If a bond is required, what should be its conditions and amount?

In applications for dead timber the following points should also be considered:

(1) Should all or only standing dead timber be taken?

(2) Should all wood sound enough for fuel be taken?

(3) Should all trees above a given size (what size?) be taken?

(4) Should the purchaser pile the unsound portions of down trees from which he uses the sound parts?

Dead timber includes only timber, standing or down, which is entirely dead, and in no case trees which are apparently dying. All conifers having any green branches are classed as living timber. Since deciduous trees, such as most hard woods, have no foliage in winter, special care is needed to decide when they are dead. Trees dead at the top and green below, generally called spike-topped trees, are classed as living, and must never be cut under dead-timber permits.

If the applicant agrees to the conditions as explained to him, a formal application is prepared according to the instructions given above for each class of sales. The quantity and location of timber described is based upon the forest officer's examination, and must agree with the map and the description and estimate. All conditions and restrictions to govern the cutting must also be included.

[Form 821. Supersedes Forms 574 and 580.]

TIMBER SALE.

——— (date), 190—. Forest Reserve.

——— (I or we), ——, of ——, State of ——, hereby apply to purchase —— (“in accordance with bid submitted in pursuance of a duly authorized proposal to bid,” if sale has been advertised) all —— (the merchantable dead timber standing or down; all the live timber marked for cutting by the forest officer, etc.), located on —— (if surveyed land, give legal subdivisions; if unsurveyed, give metes and bounds with reference to some well-known landmark), estimated to be —— (give quantity, species, and material).

If this application is approved —— (“and if bid is accepted,” if sale has been advertised), —— (I or we) do hereby, in consideration of the sale of this timber to —— (me or us), promise to pay the special fiscal agent, Forest Service, at Washington, D. C., the sum of —— dollars (\$——), —— (to cover cost of advertising, first payment on sale, or full payment, as the case may be. If payment, give rate per M or cord and terms) credit being given for the sums, if any, heretofore deposited with the said fiscal agent in connection with this sale.

And —— (I or we) further agree and promise to cut and remove said timber in strict accordance with the following and all other regulations governing timber sales now or hereafter prescribed by the Department of Agriculture:

1. No timber will be removed until it has been scaled by a forest officer.

2. No timber will be cut until it has been paid for.
3. No timber will be cut except that designated on the specified area by the forest officer.
4. Twice the contract price will be paid for any merchantable timber cut and left in the woods.
5. All merchantable timber used in buildings, skidways, bridges, road building, or other improvements will be paid for at the contract price.
6. No unnecessary damage will be done to young growth or to trees left standing.
7. The approximate diameter limit at a point 3 feet from the ground to which living trees are to be cut is ———.
8. Stumps will not be cut higher than ———.
9. All trees cut will be used to a diameter of ——— inches in the tops ———.
10. Tops will be lopped and piled compactly at a safe distance from living trees.
11. All dead timber will be cut which is sound enough for ———.
12. Unless extension of time is granted, all timber will be cut and removed within ——— year— from date of approval of sale.
13. Timber will be scaled by Scribner rule, Decimal C, or counted as prescribed in the Use Book or specifically provided in the contract.
14. ——— (Insert special conditions, if any, relating to camps, dams, roads, skidways, log chutes, etc.).
15. During the time that this contract remains in force both — (I or we) and — (my or our) employees will do all in our power, both independently and upon the request of forest officers, to prevent and suppress forest fires.

No Member of or Delegate to Congress is or shall be admitted to any share, part, or interest in this agreement or to any benefit to arise therefrom. (See sections 3739 to 3742, inclusive, Revised Statutes of the United States.)

Refund of deposits under this contract will be made only at the discretion of the Forester, except when opportunity to cut any timber covered by such deposits can not be furnished by the Forester.

And as a further guaranty of a faithful performance of the conditions of this agreement, — (I or we) deliver herewith a bond in the sum of ———, which bond shall be forfeited, together with all moneys paid or promised under this contract, upon failure on — (my or our) part to fulfill, all and singular, the conditions and requirements herein set forth or made a part hereof.

Signed in duplicate this — day of —, 190—.

(Signature of purchaser.)

(Signature of purchaser.)

Witnesses: ^a

Approved under the above conditions —, 190—.

(Signature of approving officer.)

(Title.)

^a Signature of two witnesses required if sale is over \$100.

MARKING AND CUTTING.

When the sale of any green timber is assured the supervisor will order the marking of all trees to be cut. This is imperative. Where only dead timber is purchased and there is no danger that living timber will be cut the forest officer may, instead of marking every tree, blaze and mark the boundary of the cutting area and instruct the purchaser in the manner of cutting.

Standing timber must be marked "U. S." near the ground, so that every stump will show the mark. Where snow may conceal the marking from the cutters, each tree must also be marked at a point several feet from the ground.

The officer in charge must see that the cutting is confined to the least possible area and not scattered here and there over the entire tract. So far as practicable all branches of the logging operations must keep pace with each other. Brush piling must never be allowed to fall behind the cutting and removal of logs, ties, and other material. The ground must be cleared as fast as the work proceeds.

The best way to pile brush and refuse is not everywhere the same, but the object is always to insure easy and clean burning as soon as possible, with the least injury to standing timber and seedlings. The piles should be compact and large enough to kindle easily and burn clean without repiling. Large top logs, broken portions of the trunk, and rejected butts should not be piled with the smaller slash. Such piles are loose and difficult to burn cleanly. Neither should the limbs be thrown across heavy top logs and left in the form of loose windrows. The result of such piling is partially burned slash with a charred bottom log which will not rot. The tops of small trees may be piled with the limbs, but in large timber the branches should be lopped and piled alone, leaving the top logs, butts, and sections of the trunk where they lie. When possible, the piles should not be nearer than 15 feet from standing green trees or dead trees having many branches or a covering of moss which might be ignited. Where the density of the standing timber makes this impracticable, openings should be made by the cutting, or if this can not be done, the piling should be near the least valuable trees and where there is least danger of the fire spreading. The most economical method of burning brush is to burn it as logging proceeds. Where weather conditions make it safe, as when the ground is covered with snow or the forest floor is so damp that fires will not run, fires are started at convenient points, and as limbs are cut from the trees they are thrown on the nearest fires. A mass of live coals is soon formed, which will quickly destroy even large limbs.

SCALING.

All timber must be scaled by a forest officer before it is removed from the tract or from the points where it is agreed that scaling shall be done. Each stick of saw logs, timbers, and poles must be scaled separately. Rough averaging of diameters or lengths is not allowed.

All timber will be scaled by the Scribner "Decimal C" log rule. This rule drops the units of the estimated number of board feet in logs, and gives their volumes in the nearest number of tens. Thus, the contents of a 16-foot log 12 inches in diameter, which is 79 board feet according to Scribner's computation, is evened off to 80 and given as 8; the 303 board feet in a 24-inch log 12 feet long are rounded off to

300, and appear as 30 in the table. In other words, the rule gives in each case one-tenth of the contents of each log, which must be multiplied by 10 whenever the total number of board feet in a log is wanted. When a total scale is desired all that is necessary is to add one cipher to the sum of the numbers read from the scale stick, excepting the contents of 6 and 8 foot logs 6 and 7 inches in diameter. These are given as 0.5, which multiplied by 10, gives 5 feet as their actual contents.

INSTRUCTIONS TO SCALERS.

Measure diameters inside the bark.

Round off the diameter to the nearest inch above or below the actual diameter.

Make proper deductions for defects in logs.

Make no deduction for curve or "sweep" in logs over 16 feet long.

Scale logs over 16 feet long as two or more logs, in lengths not less than 12 feet, when practicable.

The following table shows how the lengths should be divided when scaling logs 18 to 60 feet long. The number of inches to be added to the diameter at the small end of each log, to cover taper, is placed under each length.

For example, a 42-foot log 16 inches in diameter at the top would be scaled as—

One 12-foot log with a diameter of 16 inches.

One 14-foot log with a diameter of 17 inches.

One 16-foot log with a diameter of 19 inches.

Total length.		Log lengths.				Total length.		Log lengths.			
Feet.		Butt log.	Second log.	Third log.	Top log.	Feet.		Butt log.	Second log.	Third log.	Top log.
18.....		10'			8'	40.....		16'	12'		12'
Increase.....		1"			0"	Increase.....		3"	1"		0"
20.....		10'			10'	42.....		16'	14'		12'
Increase.....		1"			0"	Increase.....		3"	1"		0"
22.....		12'			10'	44.....		16'	16'		12'
Increase.....		1"			0"	Increase.....		3"	1"		0"
24.....		14'			10'	46.....		16'	16'		14'
Increase.....		1"			0"	Increase.....		4"	2"		0"
26.....		14'			12'	48.....		16'	16'		16'
Increase.....		1"			0"	Increase.....		4"	2"		0"
28.....		14'			14'	50.....		14'	12'	12'	12'
Increase.....		2"			0"	Increase.....		4"	3"	1"	0"
30.....		16'			14'	52.....		16'	12'	12'	12'
Increase.....		2"			0"	Increase.....		4"	3"	1"	0"
32.....		16'			16'	54.....		16'	14'	12'	12'
Increase.....		2"			0"	Increase.....		5"	3"	1"	0"
34.....		12'	12'		10'	56.....		16'	16'	12'	12'
Increase.....		3"	1"		0"	Increase.....		5"	3"	1"	0"
36.....		12'	12'		12'	58.....		16'	16'	14'	12'
Increase.....		3"	1"		0"	Increase.....		5"	3"	2"	0"
38.....		14'	12'		12'	60.....		16'	16'	14'	14'
Increase.....		3"	1"		0"	Increase.....		5"	3"	2"	0"

This table is intended to be used simply as a guide. The allowances for taper may be varied to conform to the actual taper when necessary.

Ties may be actually scaled, or reckoned as follows:

Eight-foot ties, standard face, $33\frac{1}{2}$ board feet each, or 30 ties to the thousand; 6-foot ties, standard face, 25 board feet each, or 40 ties to the thousand.

Shake and shingle-bolt material is measured by the cord.

Lagging may be measured by the cord, or linear foot, or where split lagging is used, by the board foot, each cubic foot counting as 12 board feet.

Poles, posts, piles, and stulls may be scaled, sold by the linear foot, or sold by the piece, as circumstances warrant.

Unsound or crooked logs will be scaled down to the actual contents of merchantable material. All partially unsound but merchantable stuff must be scaled, whether removed or not. In ground-rotten timber, butts which, though unsound at heart, contain good lumber toward the outside, are frequently left in the woods. Where such material will pay for sawing, the forest officer will scale it at what he considers its true value and include it in the amount purchased.

Logs which are not round will be scaled on the average diameter. In the absence of a scale stick, or where the position of logs in the pile makes its use difficult, the diameters and lengths may be tallied and the contents figured from a scale table later.

When necessary and possible the purchaser will be required to mark top ends of logs to avoid question when they are scaled in the pile.

The purchaser may be required to skid logs of different lengths in separate piles for convenience in scaling.

The forest officer should always insist on having one end of piles or skidways even, so that ends of logs may be easily reached.

When scaled each stick of sawlogs, timbers, ties, posts, poles, or piles must be stamped on at least one end. Cordwood must be stamped at both top and bottom of each pile and at least 12 pieces in each cord must be stamped.

Scribner log rule.
[Decimal "C."]

Diameter.	Length—Feet.						Diameter.
	6	8	10	12	14	16	
<i>Inches.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Inches.</i>
6	0.5	0.5	1	1	1	2	6
7	0.5	1	1	2	2	3	7
8	1	1	2	2	2	3	8
9	1	2	3	3	3	4	9
10	2	3	3	3	4	6	10
11	2	3	4	4	5	7	11
12	3	4	5	6	7	8	12
13	4	5	6	7	8	10	13
14	4	6	7	9	10	11	14
15	5	7	9	11	12	14	15
16	6	8	10	12	14	16	16
17	7	9	12	14	16	18	17
18	8	11	13	16	19	21	18
19	9	12	15	18	21	24	19
20	11	14	17	21	24	28	20
21	12	15	19	23	27	30	21
22	13	17	21	25	29	33	22
23	14	19	23	28	33	38	23
24	15	21	25	30	35	40	24
25	17	23	29	34	40	46	25
26	19	25	31	37	44	50	26
27	21	27	34	41	48	55	27
28	22	29	36	44	51	58	28
29	23	31	38	46	53	61	29
30	25	33	41	49	57	66	30
31	27	36	44	53	62	71	31
32	28	37	46	55	64	74	32
33	29	39	49	59	69	78	33
34	30	40	50	60	70	80	34
35	33	44	55	66	77	88	35
36	35	46	58	69	81	92	36
37	39	51	64	77	90	103	37
38	40	54	67	80	93	107	38
39	42	56	70	84	98	112	39
40	45	60	75	90	105	120	40
41	48	64	79	95	111	127	41
42	50	67	84	101	117	134	42

Scribner log rule—Continued.

Diameter.	Length—Feet.						Diameter.
	6	8	10	12	14	16	
<i>Inches.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Bd. ft.</i>	<i>Inches.</i>
43	52	70	87	105	122	140	43
44	56	74	93	111	129	148	44
45	57	76	95	114	133	152	45
46	59	79	99	119	139	159	46
47	62	83	104	124	145	166	47
48	65	86	108	130	151	173	48
49	67	90	112	135	157	180	49
50	70	94	117	140	164	187	50
51	73	97	122	146	170	195	51
52	76	101	127	152	177	202	52
53	79	105	132	158	184	210	53
54	82	109	137	164	191	218	54
55	85	113	142	170	198	227	55
56	88	118	147	176	206	235	56
57	91	122	152	183	213	244	57
58	95	126	158	189	221	252	58
59	98	131	163	196	229	261	59
60	101	135	169	203	237	270	60
61	105	140	175	210	245	280	61
62	108	145	181	217	253	289	62
63	112	149	187	224	261	299	63
64	116	154	193	232	270	309	64
65	119	159	199	239	279	319	65
66	123	164	206	247	288	329	66
67	127	170	212	254	297	339	67
68	131	175	219	262	306	350	68
69	135	180	226	271	316	361	69
70	139	186	232	279	325	372	70
71	144	192	240	287	335	383	71
72	148	197	247	296	345	395	72
73	152	203	254	305	356	406	73
74	157	209	261	314	366	418	74
75	161	215	269	323	377	430	75
76	166	221	277	332	387	443	76
77	171	228	285	341	398	455	77
78	176	234	293	351	410	468	78
79	180	240	301	361	421	481	79
80	185	247	309	371	432	494	80
81	190	254	317	381	444	508	81
82	196	261	326	391	456	521	82
83	201	268	335	401	468	535	83
84	206	275	343	412	481	549	84
85	210	281	351	421	491	561	85
86	215	287	359	431	503	575	86
87	221	295	368	442	516	589	87
88	226	301	377	452	527	603	88
89	231	308	385	462	539	616	89
90	236	315	393	472	551	629	90
91	241	322	402	483	563	644	91
92	246	329	411	493	575	657	92
93	251	335	419	503	587	671	93
94	257	343	428	514	600	685	94
95	262	350	437	525	612	700	95
96	268	357	446	536	625	715	96
97	273	364	455	546	637	728	97
98	278	371	464	557	650	743	98
99	284	379	473	568	663	757	99
100	289	386	482	579	675	772	100
101	295	393	492	590	688	787	101
102	301	401	502	602	702	803	102
103	307	409	512	614	716	819	103
104	313	417	522	626	730	835	104
105	319	425	532	638	744	851	105
106	325	433	542	650	759	867	106
107	331	442	553	663	773	884	107
108	337	450	563	675	788	900	108
109	344	459	573	688	803	917	109
110	350	467	583	700	817	933	110
111	356	475	594	713	832	951	111
112	362	483	604	725	846	967	112
113	369	492	615	738	861	984	113
114	375	501	626	751	876	1,001	114
115	382	509	637	764	891	1,019	115
116	389	519	648	778	908	1,037	116
117	396	528	660	792	924	1,056	117
118	403	537	672	806	940	1,075	118
119	410	547	683	820	957	1,093	119
120	417	556	695	834	973	1,112	120

REPORTS OF TIMBER CUT.

When a cutting area is laid off and timber marked or otherwise designated to be cut, the forest officer in charge of the work will notify the supervisor that this has been done, and will also report the date when cutting actually begins. While cutting is in progress he will report to the supervisor, in all classes of sales, upon the form provided, the amount of timber cut and the condition of the tract.

Reports will cover periods of one, two, three, or four weeks, as may be required by the supervisor. The period will in every case end with Saturday. These reports may be omitted when the work is discontinued for a considerable period, as in winter.

The reports will be made out and sent to the supervisor in duplicate. One copy will be kept in the files of the supervisor, the other will be sent by the supervisor to the Forester.

In very large sales, where a scaler is regularly employed, an abstract of the scale book, on the form provided, will be sent to the supervisor in addition to the regular report. This abstract will be sent at the end of each week by the scaler in charge. The supervisor will send an approved copy of the abstract to the purchaser. When the amount cut, as shown by the reports, reaches that covered by the first payment, whether a partial payment or in full, the supervisor will so notify the Forester upon the form provided. This statement will be independent of any possible further payment, even though a second deposit may be made before the timber covered by the first is cut. Every sale contract provides for a system of separate advance payments, either one or more. The Washington office wishes to know when the purchaser has received the amount of timber covered by each.

When all the timber has been removed and the cutting area cleaned up satisfactorily the supervisor should notify the Forester, with a recommendation that the sale be closed.

TIMBER SETTLEMENTS

REGULATION 27. When a right of way or other special privilege is granted within a forest reserve, the Forester may, in his discretion, without advertisement, fix the price and require payment for all timber cut or destroyed on forest-reserve land occupied in direct connection with the enjoyment of the privilege.

Such transactions are designated as timber settlements, and the forest officer, when reporting upon the special privilege, must submit a separate report on Form 578 to cover the timber to be cut or destroyed.

REGULATION 28. Forest supervisors are authorized to make timber settlements in all special-privilege cases granted by them.

There is no separate form of application or agreement for timber settlements. The special-privilege agreement (Form 832) must contain stipulations governing payments for the timber, disposal of refuse, etc.

The timber-sale regulations and instructions, which govern scaling, submission of cutting reports, disposal of refuse, and payments, will apply to timber-settlement cases, and forest officers must know and enforce the conditions of each timber settlement.

ADMINISTRATIVE USE

REGULATION 29. The Forester may, with as little expense to the Government as possible, dispose of any diseased, insect-infested, or fire-killed timber upon forest reserves, by sale or otherwise, when such disposition is actually necessary to protect the forests thereon from further ravages or destruction.

This method will be adopted only when the regular timber sale and free-use regulations will not avail to remove an actual menace from the reserve, either because of delay for advertising or other reasons.

When a supervisor discovers that the existence of such timber is endangering the forest reserve, he should report to the Forester at once and suggest the readiest and most economical means of removing the danger. This may involve actual lumbering operations and burning of debris at Government expense, or a gift of timber to recompense those removing it, or such reduction in the usual stumpage prices as may be found absolutely necessary. Only in cases of the greatest emergency, however, will the Forester authorize such operations at actual expense to the Government.

REGULATION 30. When the destruction or use of forest-reserve products or resources will result in benefit to the Government through actual protection or improvement of a reserve, the Forester, with the approval of the Secretary, may, without charge, allow such destruction or use even by parties not otherwise entitled to a regular "free use" permit.

SPECIAL PRIVILEGES

I. UNDER JURISDICTION OF THE DEPARTMENT OF AGRICULTURE.

REGULATION 31. The Forester may issue permits for special privileges within forest reserves, with such restriction as to area, time, terms, and surety as he may deem best, and he may, in his discretion, extend, renew, or revoke any such permit.

Applications for all special privileges should be prepared upon Form 832, and each application should cover one privilege only.

If the privilege sought is one that can be granted by supervisors (Regulations 35, 41, and 43) the applicant should sign and submit his application in triplicate; and if the supervisor decides to issue the permit as applied for he will approve and sign all three, send one to the permittee, retain one in his office, and send the third to the Forester, stamped: "Duplicate, for the information of the Forester." If the signed application, as received by the supervisor, must be modified before being approved, he will prepare three revised copies and return them for signature by the applicant.

If the privilege is to be acted upon by the Forester, one copy of the application will suffice; but before mailing it to the Forester the supervisor should file a card with the proper case designation thereon in his card record case. The application should be accompanied by report on Form 964, and if any forest-reserve timber located upon the land or right of way applied for will be cut or destroyed in connection with the enjoyment of the privilege, a separate description and estimate of that timber upon Form 578 must also be made. If the application is for a right of way to promote a commercial enterprise there must also be submitted by the applicant certified evidence of water rights secured under local laws (when the use of water is involved),

and field notes and two copies of a map on tracing linen showing the proposed right of way as surveyed, both map and notes bearing the surveyor's certificate. When a privilege is not to promote a commercial enterprise, a sketch map of the land involved, made or approved by a forest officer, is sufficient and should accompany the application.

A commercial enterprise is one entered into with the main object of furnishing its product to the public for a money return. For example, a telephone line constructed for the purpose of charging toll is commercial, but one maintained by a mining company for its own exclusive use is not commercial; or a flume line to develop electrical power to be sold to the public is commercial, but one maintained by a mining company to develop power for its own use is not commercial.

If the privilege applied for is allowed, the Forester will have prepared an agreement in triplicate, which will be sent to the supervisor, one copy for his files, the other two copies to be forwarded to the applicant for execution. No agreement will be approved by the Forester until duly executed by the applicant, and applicants should be informed that enjoyment of any privilege must be deferred until definite notice from the supervisor. The supervisor should, at the time of sending agreements to applicants for execution, inform them that to avoid delay they may begin enjoyment of the privilege applied for immediately after mailing any required payments to the special fiscal agent and returning to the supervisor the agreement properly executed in duplicate.

As soon as the applicant executes the agreement in duplicate and returns it to the supervisor, both copies must be mailed at once to the Forester for approval. When the supervisor receives a certificate of deposit from the special fiscal agent (p. 71) in a privilege case in which a charge is made, he will hold it until he also receives the approved agreement from the Forester (or, if such agreement is received first, until the certificate of deposit is received), and mail both together to the permittee, the approved agreement to act as a full permit.

PAYMENT FOR SPECIAL PRIVILEGES.

The charge for permits is based principally upon the value of that which is actually furnished to the permittee by the Forest Service, including advantageous location and other indirect benefits, and not directly upon the profits or the magnitude of the business which is to be carried on. Applicants should not send any payments to the special fiscal agent until notified of the approval of their applications.

Whenever a privilege involving a charge is granted by the Forester a prepared copy of Form 861, ready for the signature of the supervisor, will be sent with the agreement; and this must be furnished to the applicant to accompany his remittance to the special fiscal agent (regulation 7). When Form 861 is prepared in the Forester's office, a duplicate need not be furnished the Forester by the supervisor (p. 71). As a rule full payment in advance for special privileges will be insisted upon; but when great hardship would result the annual payment may in the discretion of the Forester be made in not to exceed three equal installments. After the first payment for a special privilege has been made, the Forester will, one month before any subsequent payment falls due, send to the permittee through the supervisor a notice to make payment.

DURATION AND REVOCATION OF SPECIAL-PRIVILEGE PERMITS.

Forest supervisors in issuing permits should always make them "terminable at the discretion of the Forester" and not for any definite period. No permits may be revoked by the supervisor, and when the Forester takes such action the supervisor will be notified so that he may make the proper record.

ABANDONMENT AND REVOCATION OF PRIVILEGES.

Whenever a permittee abandons a privilege the supervisor should immediately, after assuring himself of this fact, report it to the Forester and designate the case "closed" on his privilege-card record. If an applicant does not execute and return an agreement within a reasonable time, the supervisor should make inquiry, and if he refuses to execute the papers, the supervisor should secure possession of and return them to the Forester with his report in the case.

REGULATION 32. Occupancy under permit secures no right or claim against the United States, either to the land or to any improvements upon it, beyond the privileges conferred by the permit. Improvements made by the permittee, except fences, may not be removed except with the written consent of the supervisor.

SPECULATIVE APPLICATIONS.

The policy of the Forest Service is to prevent applicants from securing and holding valuable privileges as a speculative venture, awaiting either the development of the country to make the privileges more valuable, or until financial assistance to carry them out can be secured. To avoid this speculative feature applicants must, before permit is issued, make all required payments and agree that any necessary construction work will commence within some definitely stated reasonable time, that the work will be completed within a certain period, and that the privilege will be beneficially enjoyed for at least a certain stated period each year. Such time is to be reckoned from the date of execution of the agreement by the applicant. Forest officers should, therefore, in recommending the time for commencement and completion of privilege projects, take into consideration the physical conditions, such as climate, facilities for transportation, availability of laborers and materials, etc.

After any permit has been granted, the forest officer should carefully note whether the time limitations for beginning and completing construction and enjoying the privileges are observed by the permittee. They should promptly inform the Forester of any breach of the agreement in these particulars, and unless permittees can show good reason for failure to comply with their agreements the permits will be revoked.

HOTELS, STORES, MILLS, ETC.

REGULATION 33. Hotels, stores mills, apiaries, limekilns, residences, and similar establishments will be permitted upon forest reserve lands wherever the demand is legitimate and consistent with forest reserve interests.

The use of tracts of not to exceed 2 acres for a school and 1 acre for a church is specifically provided for by law, subject to regulation

by the Department and any other disposition of the land by the Government. (Appendix, p. 149.) Timber for the construction of church and school buildings may be secured under the free-use regulations. (Regulation 10.)

AGRICULTURAL LAND.

REGULATION 34. Permits to inclose and cultivate agricultural land within forest reserves may be granted by the Forester subject to the foregoing conditions, except that no single applicant will be permitted to occupy more than 160 acres.

Forest-reserve land chiefly valuable for agriculture, held by permit under this regulation, may be listed (p. 67) and thus opened to settlement under the act of June 11, 1906 (Appendix, p. 160), but unless the permittee is the preferred applicant under that act, such listing will be temporarily deferred to protect growing crops.

ROADS AND TRAILS.

REGULATION. 35. Wagon roads and trails may be constructed, changed, widened, extended, or repaired upon forest-reserve lands when needed, but permit must first be secured. Permits will not give any right to exclusive use, or to charge toll, or against future disposal of the land by the United States.

If an application for road or trail construction involves the cutting or destruction of more than \$100 worth of reserve timber within the right of way, it must be submitted to the forester for approval; otherwise it may be granted by the supervisor.

REGULATION. 36. The supervisor may, in his discretion, grant during any one year to any road district, county, person, or noncommercial corporation the right to use not more than \$100 worth of timber free for the construction, maintenance, or repair of roads or trails within forest reserves, without prejudice to any free-use application they may make in the same year for material for other purposes.

The regular free-use permit form must be used in granting timber under this regulation.

REGULATION 37. Applicants for wagon road or trail construction who are not entitled to the free-use privilege must pay, except as provided for in regulation 30, for all merchantable timber cut or destroyed within the right of way under timber settlement regulations; or, if reserve timber outside the right of way is required for construction or repair, under timber sale regulations.

REGULATION 38. A county road established prior to the creation of the reserve may be changed, widened, or repaired by the county authorities without permit if the operations are within the right of way fixed for such roads by the State law.

Any attempt to abuse this privilege, such as the unnecessary use of material or the leaving of dangerous refuse, should be forbidden, and, if necessary, reported to the Forester for instructions.

REGULATION 39. In serious emergencies, supervisors of road districts or others may make any necessary immediate repairs and for such purpose may take from reserve lands the necessary timber, providing they secure a permit for any timber so used under the provisions of regulation 36 or 37, as the case may require, at their earliest opportunity.

CANALS, DITCHES, RESERVOIRS, ETC.

REGULATION 40. Permits for canals, ditches, flumes, pipe lines, tunnels, dams, tanks, and reservoirs, not granting an easement, are under the jurisdiction of the Secretary of Agriculture, and should be applied for to the supervisor on Form 832.

The granting of such rights of way carries with it a right to use only so much land as may be necessary for the enjoyment of the privilege.

REGULATION 41. If the project is small and of a private and personal character, and there are no complications of title, nor prior and conflicting rights, the supervisor may grant the permit, provided not more than \$100 worth of timber will be cut or destroyed within the right of way. If any large or commercial enterprise is involved, or if there is any question of conflicting rights or jurisdiction, the supervisor must transmit the application to the Forester for approval, together with report and recommendation.

Small projects are such as a reservoir covering not to exceed 10 acres or a ditch, flume, pipe line, canal, or tunnel not to exceed 2 miles in length to supply a few farms, or a tank to collect water for stock.

Permits granted under these regulations are only for the improvements necessary to store or conduct water and do not carry any right to the water itself, the appropriation of which is subject to Federal, State, or Territorial law.

PRIVATE RAILROADS, TELEPHONE LINES, ETC.

REGULATION 42. Permits for private railroads and tramroads and telegraph, telephone, and power transmission lines may be granted by the Forester only.

Application must be made to the supervisor on Form 832. Telephone, telegraph, or transmission lines may be constructed with proper local authority within county road rights of way without permit from the Forester.

WILD HAY.

REGULATION 43. Wild grass upon forest reserves may be cut for hay under permits issued by supervisors. A reasonable charge per acre may be made, to be fixed by the supervisor under general instructions from the Forester. Application should be made upon Form 832 to the supervisor, directly or through a ranger, stating the area of the tract desired and the price offered.

Supervisors anticipating business of this kind should report to the Forester and suggest a price per acre for his approval. Under instruction then received they will issue permits, following the general instruction governing special-privilege cases. They will not permit cutting until they have assurance that the purchase price has been forwarded to the special fiscal agent.

In issuing permits to cut hay preference should be given those applicants who actually need the hay for their own use rather than to those who contemplate selling it to others.

HISTORIC AND SCIENTIFIC MONUMENTS.

All persons are prohibited from appropriating, excavating, injuring, or destroying any historic or prehistoric ruin or monument, or any object of antiquity situated on lands owned or controlled by the Government of the United States, without the permission of the Secretary who has jurisdiction over the land involved. The penalty is a fine of not more than \$500 or imprisonment for not more than ninety days, or both. The law provides that the Secretaries of the Interior, Agriculture, and War shall make uniform rules for granting permits when proper for the study, examination, and use of such monuments and antiquities. (Appendix, p. 162.)

Forest officers should report to the Forester the location and description of all objects of great scientific or historic interest which they find upon forest reserves, and should prevent all persons from injuring these objects without permission from the Secretary of Agriculture. After the Secretary of Agriculture has determined any monument or object of historic or prehistoric interest, or after the President has proclaimed "historic landmarks, historic and prehistoric structures, and other objects of historic or scientific interest," upon a forest reserve, to be national monuments, forest officers may arrest unpermitted persons who are found appropriating, excavating, injuring, or destroying any such objects. (Appendix, p. 162.)

II. UNDER JURISDICTION OF THE DEPARTMENT OF THE INTERIOR.

REGULATION 44. Whenever a right of way under the jurisdiction of the Secretary of the Interior is located upon a forest reserve, the Forester may, in his discretion, before making recommendation that it be granted, require the applicant to execute such stipulation and bond as he may deem necessary for the protection of forest-reserve interests. (Appendix, p. 176.)

Such stipulations may include clearing right of way; disposal of refuse; payment, under timber-settlement regulations, for all merchantable timber cut or destroyed; necessary precautions against fires by the use of oil as fuel, etc.; and any other conditions needed to protect forest-reserve interests.

Applications for rights of way under the jurisdiction of the Secretary of the Interior must be filed in the local land office. Forest officers must not receive or transmit applications of this character. All such applications when regularly received at the Interior Department will, however, be referred to the Forest Service for report as to whether granting them will injuriously affect forest-reserve interests, and forest officers will make reports upon such applications when directed to do so by the Forester.

GRAZING

The Secretary of Agriculture has authority to permit, regulate, or prohibit grazing in the forest reserves. Under his direction the Forest Service will allow the use of the forage crop of the reserves as fully as the proper care and protection of the forests and the water supply permit. In new forest reserves, where the live-stock industry is of special importance, full grazing privileges will be given at first, and if reduction in number is afterwards found necessary stockmen will be given ample opportunity to adjust their business to the new

conditions. Every effort will be made to assist the stock owners to a satisfactory distribution of stock on the range in order to secure greater harmony among citizens, to reduce the waste of forage by tramping in unnecessary movement of stock, and to obtain a more permanent, judicious, and profitable use of the range.

The leading objects of the grazing regulations are:

(a) The protection and conservative use of all forest-reserve land adapted for grazing.

(b) The best permanent good of the live-stock industry through proper care and improvement of the grazing lands.

(c) The protection of the settler and home builder against unfair competition in the use of the range.

On the other hand, the Forest Service expects the full and earnest cooperation of the stock owners to carry out the regulations.

Permits will be issued to graze a certain number of live stock in each reserve or part of a reserve, so long as no marked damage is done by such stock; but whenever a reserve is being injured by too much stock, or by the way it is being handled, the number will be reduced until the damage is stopped. In extreme cases, if necessary, all stock will be excluded.

Cattle and horses will usually be allowed to graze in all reserves. Sheep and goats will be allowed to graze in reserves or in parts of reserves where special conditions warrant such privileges, but will be restricted to the areas and grazing periods fixed by the forest officers.

Permits will usually be granted for one year, but where all controversies have been settled and only a proper number of stock are allowed, permits may be granted for more than one year, if conditions are favorable.

STOCK EXEMPTED FROM FEE.

REGULATION 45. All persons must secure permits before grazing any stock in a forest reserve, except the few head in actual use by prospectors, campers, and travelers, and milch or work animals not exceeding a total of six head owned by bona fide settlers residing in or near a forest reserve, which are excepted and require no permit.

No stock may be grazed without a permit except milch or work animals. A settler owning only six head or less of stock which are neither milch nor work animals will be required to apply for permit and pay the grazing fee as for a larger number, while a settler owning any number of stock will be allowed to graze six head of milch or work animals without permit and free of charge.

Rangers will report the approximate number of stock entitled to graze without permit in each district, in order that the supervisor may consider it in his recommendation for grazing. This class of stock will not be counted against the number which is allowed to graze under permit.

ALLOTMENT OF PRIVILEGES.

REGULATION 46. The Secretary of Agriculture will prescribe each year the number of stock to be allowed in each reserve. The period during which grazing will be allowed will be determined by the Forester. The supervisor will issue grazing permits in accordance with the instructions of the Forester.

The grazing season for which permits are issued must not exceed the period authorized, and the total number of stock included in all permits issued must not exceed the number allowed by the Secretary's order.

The period covered by year-long permits will begin at the opening of the regular summer grazing season and end on the day previous of the following year.

Applicants for grazing permits will be given preference in the following order:

(a) Small near-by owners.

Persons living in or close to the reserve whose stock have regularly grazed upon the reserve range and who are dependent upon its use.

(b) All other regular occupants of the reserve range.

After class (a) applicants have been provided for, the larger near-by owners will be considered, but limited to a number which will not exclude regular occupants whose stock belong or are wintered at a greater distance from the reserve.

(c) Owners of transient stock.

The owners of stock which belong at a considerable distance from the reserve and have not regularly occupied the reserve range.

Priority in the occupancy and use of the range and the ownership of improved farming land in or near the reserves will be considered, and the preference will be given to those who have continuously used the range for the longest period.

The applications of new settlers owning small bands of stock will be considered in all cases except where the range is fully occupied by small owners.

The number of stock allowed an applicant will be determined upon the merits of each case.

Whenever it is found necessary to reduce the number of stock allowed in any reserve or portion of a reserve, the small owners of stock are first provided for; the reduction is then made on the number allowed the larger owners on the basis of a sliding scale suited to the conditions in each case. Class (c) stock will be excluded before the other classes are reduced.

When necessary for the protection of small owners, a limit in the number of each class of stock will be established, and renewals to all persons whose permits are within such limit will be without reduction in the number of stock. Persons owning a less number of stock than the established limit will be allowed to increase their permit number gradually, but may be restricted in the number added each year.

When necessary to prevent range monopoly, a maximum limit in the number of stock allowed any one applicant will be established, and no permit will be issued for a number in excess of such limit.

The owners of stock which belong in the State or Territory in which a forest reserve is located will be given the preference, and resident owners will be considered first, but owners of stock coming from adjoining States or Territories will also be considered when circumstances warrant it.

APPLICATIONS FOR PERMITS.

REGULATION 47. The supervisor will set and give public notice of a date each year on or before which all applications for grazing permits must be presented to him. Permits will be refused to persons who

do not file their applications within the required limit, unless satisfactory reasons are given.

In setting the date on or before which applications for grazing permits must be presented, ample time will be given to insure all persons who are entitled to share in the privilege an opportunity to file their applications.

In case the total number of any kind of stock applied for before the date which has been set does not equal the number allotted to the reserve applications received subsequently may be approved until the total allotment has been reached.

REGULATION 48. Grazing applications must not cover more stock than the applicant desires to graze in the reserve, and must show the marks and brands of the stock, the portion of the reserve or district in which pasture is desired, and the grazing period.

Applications will be divided into two classes—cattle and horses and sheep and goats—and will be numbered separately. The cattle and horse grazing applications will begin each season with 1 and the sheep and goat applications with a number such as 301, 501, etc., which will be above the highest number given any cattle and horse grazing application for the same reserve.

Amended applications and permits allowing an increase or decrease in the number of stock to be grazed will be given the same number as the original.

Applications which are disapproved will not be included in the numbered series.

Upon approval of a grazing application the supervisor will immediately notify the applicant of the action taken, stating the number of stock allowed and the amount to be paid for grazing fees. A duplicate copy of each notice of approval will be sent to the Forester at once.

Whenever a grazing application is disapproved the supervisor will at once notify the applicant to that effect by letter, giving the reason for such action, and also send a copy of the letter to the Forester.

Whenever the supervisor desires such information, applicants may be required to file a supplemental certificate setting forth the location and area of their ranches and also of the public lands used for grazing, the number and class of stock owned, and the length of time they have occupied the range.

REGULATION 49. Whenever there is a dispute between applicants for the privilege of grazing stock on the same area or district, if the supervisor is unable otherwise to determine who is best entitled to a permit, he will notify the applicants to appear before him at a stated time and place, then and there to make a statement of their claims. After all evidence has been presented the supervisor will decide who shall be granted permits, and his decision will be final unless written notice of appeal to the Forester is given him within ten days thereafter. Appeal will avail only in case of error.

REGULATION 50. Persons owning cattle and horses which regularly graze on ranges located along the boundary line and only partially included within a forest reserve may be granted permits for such portion of their stock as the circumstances appear to justify, but may be required to herd or so handle their stock as to prevent trespassing by that portion for which a permit is not granted and to sign a supplemental agreement to that effect.

In the approval of applications from the owners of stock which graze on and off the reserve, the forest officers will make an estimate of the average number which will probably be grazed upon the forest-reserve lands, and the supplemental agreement to prevent the grazing of unpermitted stock need not be required unless this number is in excess of that which the applicant would be entitled to graze and is willing to pay the grazing fee upon.

Persons who allow their stock to drift and graze on the forest reserves without a permit, whether they do so intentionally or otherwise, will be regarded as trespassers, and will lose all right to privileges of any kind under sale or permit upon forest reserves.

Any person who without a permit intentionally drives stock not under permit or allows it to drift on a forest reserve will be liable to prosecution for trespass and suit for damages.

FEES AND PERMITS.

REGULATION 51. A reasonable fee will be charged for grazing all classes of live stock on forest reserves. The minimum price will be as follows, depending upon the advantages and locality of the reserve: From twenty (20) to thirty-five (35) cents per head for cattle and horses for the summer grazing season and from thirty-five (35) to fifty (50) cents per head for the entire year; from five (5) to eight (8) cents per head for sheep for the summer grazing season, and from eight (8) to ten (10) cents per head for goats for the summer season. An extra charge of two (2) cents per head will be made for sheep or goats which are allowed to enter the forest reserves for the purpose of lambing or kidding. All stock six months old and over at the time of entering will be counted as grown stock.

These prices will be gradually advanced as the market conditions, transportation facilities, and demand for reserve range warrant it, but the grazing fee charged will in all cases be reasonable and in accordance with the advantages of the locality.

In calculating the number for which permit will be required and the amount to be paid for grazing cattle and horses no count will be made of calves or colts under six months of age at the time of entering or for those born during the year for which permit is granted. The intent is that calves and colts born during any calendar year shall be counted and charged for during the following year.

In counting sheep and goats the percentage basis system heretofore in use will be abandoned, and hereafter no count will be made of lambs or kids under six months old at the time of entering, but the fees will be increased sufficiently to cover the young stock. The number of sheep and goats allowed upon a reserve or for which a permit is granted will be calculated on a flat-rate basis, counting only stock six months old and over.

REGULATION 52. All grazing fees are payable for each year strictly in advance. When an applicant for a grazing permit is notified by the supervisor that his application has been approved he will remit the amount due for grazing fees to the special fiscal agent, Forest Service, Washington, D. C., within thirty days from the date of the notice, and upon return of the receipt to the supervisor a permit will be issued allowing the stock to enter the reserve and remain during the period specified.

Whenever the date of approval is more than sixty days previous to the opening of the grazing period for which an application has been approved, the grazing privilege will be reserved upon payment of 20 per cent of the grazing fee within thirty days from the date of approval, and provided the balance is paid at least thirty days previous to the opening of the grazing period the permit will be issued. No permit will be issued until payment in full has been made.

Persons who fail to pay the grazing fee within the required limit must notify the supervisor and give satisfactory reasons or they may be denied the grazing privilege the following season.

When payment of a fee is required by the Forester the forest officer will furnish the applicant with a printed letter of transmittal, which must accompany the remittance to the special fiscal agent. (Regulation 7.)

When the special fiscal agent's certificate is received, showing that payment in full has been made, the permit will be issued. Each permit will be given the same number as the application upon which it is based, and a duplicate copy will be sent to the Forester at once.

Whenever payment in excess of the amount due is made, the amount overpaid will be refunded upon receipt of the duplicate permit by the Forester. (Refunds, p. 71.)

REGULATION 53. The fees paid on account of a grazing permit which has been duly issued will not be refunded for nonuse of the permit, except when, in the opinion of the Forester, the applicant is prevented from using the range by circumstances over which he has no control.

Refunds will not be made on account of the stock having been sold after the issuance of the permit.

Applications for the refund of money paid on account of a grazing permit must be accompanied by a written statement giving the reasons for not using the permit. Upon receipt of such application and statement by the supervisor, he will forward it to the Forester, with a recommendation for its approval or rejection. The Forester will decide whether or not the refund will be made.

REGULATION 54. Permits will be granted only for the exclusive use and benefit of the owners of the stock and will be forfeited if sold or transferred in any manner or for any consideration. Speculation in the use of grazing permits will not be allowed, and permits will be refused or canceled for intentional false statement of the number of stock owned.

In case a permittee shall sell the stock covered by permit to a purchaser who wishes to continue grazing it on the forest reserve, upon presentation to the supervisor of evidence that the sale is bona fide the permit will be canceled and a new permit numbered in the regular serial order issued to the purchaser, without cost, for the remainder of the grazing period allowed in the original permit. The transfer of a permit does not carry with it any guarantee that a renewal will be allowed for the number of stock the original permittee might have been entitled to graze, but is granted with the understanding that the purchaser will be considered solely upon the merits of his case in subsequent permit allotments.

REGULATION 55. When an owner who has a permit is ready to drive in his stock he must notify the supervisor, by mail or otherwise, stating the number to be driven in; he must also notify the supervisor when the stock is removed from the reserve. If called upon to do so,

he must provide for having his stock counted before entering the reserve, or at any time afterwards when the number of stock appears to be greater than the number covered by permit. Whenever any stock is removed before the expiration of the permit, it can be replaced by other stock to fill out the number covered by permit if the nearest forest officer is notified of such action at once.

DISTRICTS AND DIVISIONS.

REGULATION 56. Reserves in which grazing is allowed will be divided into districts approved by the Forester, and such range divisions made among applicants for the grazing privilege as appear most equitable and for the best interest of the reserve. When required for the protection of camping places, lakes and streams, roads and trails, etc., or of areas which are to be reforested, stock will be excluded from specified areas for such period of time as is necessary.

At the end of each season the supervisor will go over the grazing grounds without delay and examine the effect of grazing on the reserve. He will make a full report to the Forester, with recommendations as to the number of stock to be allowed to graze upon forest reserve lands the following year, the division of the range into districts, and the areas to be opened or closed to grazing. In making estimates of the grazing capacity of lands only stock six months old and over will be counted, but with the understanding that the natural increase will also be grazed.

RESTRICTIONS IN HANDLING STOCK.

REGULATION 57. Each person or group of persons granted grazing privileges will be required to repair all damage to roads or trails caused by the presence of their stock in any portion of a reserve, and to build any new roads or trails found necessary for the proper handling of the stock. They will also be required to fence any spring or seep which is being damaged by tramping, and, if necessary, pipe the water into troughs for watering stock. Such troughs must be open for public use.

REGULATION 58. Sheep must not be bedded more than six nights in succession in the same place, except when bedding bands of ewes during lambing season, and must not be bedded within 300 yards of any running stream or living spring, except in rare cases where this restriction is clearly impracticable.

REGULATION 59. The carcasses of all animals which die in the close vicinity of any water must be immediately removed and buried or burned.

REGULATION 60. All stock grazed under permit must be salted regularly at such places as are designated by the forest officers, and the owners of stock must notify the forest officers when any such order has been complied with.

REGULATION 61. All persons holding grazing permits are required to extinguish camp fires started by them or their employees before leaving the vicinity thereof, and to aid in extinguishing all forest fires within the division or district of the reserve in which they are grazing stock.

REGULATION 62. Whenever an injury is being done the reserve by reason of improper handling of the stock, the owner must comply with the orders of the forest officers or the permit will be canceled and the stock removed from the reserve.

USE OF PRIVATE LAND.

REGULATION 63 (formerly regulation 22). Persons who own or who have leased from the owners land within any reserve which they desire to use for grazing purposes will be allowed to cross the reserve lands with their stock to reach such private holdings, but when the stock will be grazed on reserve land en route they must make application to the supervisor for the privilege of crossing. The application must be accompanied by a personal certificate of title showing the description and ownership of the land and, if leased from an owner, a copy of the lease, and must state the number of stock to be taken in, the length of time required to cross the reserve land, the route over which the stock is to be driven, the period during which the stock will remain upon the private land, and how much stock the owned or leased land will pasture during the period specified.

When the private land is unfenced, a special clause may be inserted in the agreement waiving the right to the exclusive use of the private land and allowing it to remain open to other stock grazed under permit, in consideration of which a permit will be issued free of charge allowing the stock to be grazed at large upon the forest reserve, but the grazing fee must be paid on all stock over the estimated grazing capacity of the private lands.

When any such application is made to the supervisor, he will examine it and if he finds it reasonable and just and made in good faith for the purpose of utilizing such private holdings only he will approve it and forward it, accompanied by all papers supporting it, to the Forester. After the Forester approves the application due notice will be given the supervisor, who may then issue a permit allowing the stock to enter.

The determination of all questions involving the title of land is within the jurisdiction of the Secretary of the Interior, and therefore it is necessary to ascertain from the records of the General Land Office that the title to the land claimed has passed from the United States before the rights of the claimant can be recognized.

The privilege of grazing sheep and goats at large upon forest-reserve lands, in consideration of waiving the right to the exclusive use of private lands, will be allowed only upon such reserves or portions of reserves as are open to this kind of stock.

Persons grazing stock under this regulation who fail to make the special agreement allowing other stock to enter upon the land will be required to keep their stock within the limits of the land under their control either by herding or fencing.

CROSSING PERMITS.

REGULATION 64. Persons wishing to drive stock across any part of a forest reserve must make application to the supervisor, either by letter or on the regular grazing application form, for the privilege of grazing the stock on the reserve en route, and must have a permit from the supervisor before entering the reserve. The application must

state the number of stock to be driven across the reserve, the date of starting, and period required for passage. Grazing must be confined to the limits and along the route designated by the supervisor, and will only be allowed for the period actually necessary for stock to cross the reserve.

Permits will not be required for driving small bands of stock along public highways, or when the stock will not be grazed upon forest-reserve lands en route.

Whenever it appears necessary for stock to cross regularly any portion of a forest reserve in which grazing is prohibited, the supervisor will make a full report of the facts, with a description of the regular route traveled, the width of driveway necessary to allow the proper grazing of stock across the reserve, the number and class of stock which will probably cross, and the number of days required for crossing the portion of the reserve referred to. Upon receipt of such report by the Forester, if the circumstances warrant such action, a regular driveway will be established and the privileges to be granted will be defined.

If occasion demands, forest rangers will be detailed by the supervisor to accompany the stock and see that there is no delay or trespassing.

No charge will be made for permits issued under regulations 63 and 64. The regular form will be used and a copy of each permit will be sent to the Forester.

QUARANTINE AND LOCAL LAWS.

REGULATION 65. All stock which is grazed under permit in or allowed to cross any forest reserve will be required to conform to the quarantine regulations of the Bureau of Animal Industry, Department of Agriculture, and all live-stock laws of the State or Territory in which the reserve is located.

Whenever the stock in any locality is known to be infected with a contagious disease, or notice to that effect has been given the Forester by the Bureau of Animal Industry, the owners of all stock to be grazed in forest reserves must, if required to do so, submit the stock to inspection, and, if found necessary, have such stock dipped or otherwise treated before it is allowed to enter. At any time during the period for which a grazing permit has been issued, if the stock is found to be infected with a contagious disease, it must be dipped or otherwise treated in accordance with the instructions of the inspectors, or the permit will be canceled and the stock removed from the reserve.

The owners of all stock grazed under permit must comply with the live-stock laws of the State or Territory, or their permits will be canceled. Rangers will report at once any violation of the live-stock laws, and will assist the stock owners to protect their property against loss by theft.

DRIFT FENCES AND INCLOSURES.

REGULATION 66. The construction and maintenance of drift or division fences will be allowed when they will be a benefit to the reserve or its administration and will not interfere with the use of the range by all who are equitably entitled to share in the grazing privilege.

A fence may be constructed or maintained if it does not give control of an area in excess of that actually required for pasturage of the stock which the person or persons maintaining it would be entitled to graze. If the range controlled by a fence is excessive in area, and should be shared by applicants other than those now using it, the fence must be either removed or changed, or the range opened to other permittees who are entitled to share in its use.

All drift or division fences must be provided with gates at such points as are necessary to allow proper ingress and egress.

This privilege is granted without charge other than the regular grazing fee.

REGULATION 67. The construction of corrals upon forest-reserve lands covering an area of not more than one (1) acre, to be used in connection with the proper handling of live stock which is permitted to graze thereon, will be allowed without charge whenever in the judgment of the forest officers such corrals are necessary and will not be detrimental to the proper care of the reserve. The construction of inclosures upon forest-reserve lands containing not more than three hundred and twenty (320) acres will be allowed, when such inclosures are necessary for the proper handling of the stock allowed to graze upon the reserves, as a special privilege, for which an annual rental of not less than four (4) cents per acre will be charged in addition to the regular grazing fee. The fencing up of watering places for the purpose of controlling adjoining range will not be allowed, and in fencing pastures provision must be made to allow free access to water by any stock grazing under permit. The application must state the exact location and area of the land to be inclosed, and must be accompanied by an agreement to pay the annual rental in advance and to comply with all forest-reserve rules and regulations.

Under this regulation the construction and maintenance of pastures will be allowed for the following purposes:

To pasture saddle horses, milch or work animals, graded or thoroughbred breeding stock, and bulls or rams.

To pasture beef steers or stock cattle which are being gathered and held just previous to their removal from the reserve.

To give settlers who live upon lands either within or on the border of a reserve the exclusive use of adjoining pasture lands during a portion of the year, when needed for protection against other stock which is permitted to graze on the reserve.

In the approval of applications for the construction of inclosures upon forest-reserve lands, only such area as is needed for the purpose mentioned will be allowed. An inclosure of 320 acres will not be allowed when a smaller area would be sufficient for the needs of the applicant.

The character of the land, whether ordinary grazing or meadow land, whether or not there is living water upon it, and the demand for the use of the land should be considered in fixing the price to be charged. An advance over the minimum charge will be made whenever the area applied for is largely meadow land or so located as to be in special demand for pasturing purposes. The minimum price is four (4) cents per acre in addition to the regular grazing fee; but in no case will the privilege be allowed on a charge of less than two dollars (\$2) per annum.

When the area applied for includes land now bearing trees, the probable effect which grazing under this privilege would have upon reproduction of the forest should be reported.

The privileges granted under regulations 66 and 67 confer no property rights other than ownership of the improvements constructed, and all such improvements must be removed within ninety days after the expiration of an agreement unless sold to a successor who is entitled to continue in their use. Otherwise they will become the property of the United States.

The agreement may be made to cover a period of from one to five years, provided it stipulates that failure to secure a renewal of the grazing permit, in connection with which it is granted, will cancel the agreement for the maintenance of the drift or division fence or pasture.

Upon receipt of an application by the supervisor he will forward it to the Forester, with a recommendation for its approval or rejection. If approved by the Forester the applicant will be notified through the supervisor, and upon payment to the special fiscal agent, Washington, D. C., of the grazing fee or rental for the year, the construction or occupancy may begin.

BONDS.

REGULATION 68. Whenever it is necessary for the protection of a forest reserve, or of the interests dependent upon it, the supervisor may require the owners of transient stock or nonresidents of the State or Territory in which a reserve is located to give a good and sufficient bond to insure payment for all damage caused by any violation of the regulations or the terms of the permit.

In all cases where a bond is required the supervisor will prepare it, using the regular blank form, stating the number and kind of stock to be grazed and the portion of the range to be occupied, and send it to the applicant with the notice of approval of the application. The bond must be executed and returned to the supervisor, who will note the names and addresses of the sureties and forward the bond to the Forester for approval. The permit will not be issued until the bond has been approved by the Forester and the grazing fees paid in full.

ADVISORY BOARDS.

REGULATION 69. Whenever any live-stock association whose membership includes a majority of the owners of any class of live stock using a forest reserve or portion thereof shall appoint a committee for such purpose, an agreement on the part of which committee shall be binding upon the association, such committee, upon application to the Forester, may be recognized as an advisory board for the association, and shall then be entitled to receive notice of proposed action and have an opportunity to be heard by the local forest officer in reference to increase or decrease in the number of stock to be allowed for any year, the division of the range between different classes of stock or their owners, or the adoption of special rules to meet local conditions.

In setting any date of meeting with an advisory board the supervisor must give sufficient time to afford all members of the board an opportunity to attend, but in case they fail to attend either in person

or by proxy, then the forest officer will be relieved from all obligation to delay action.

Favorable consideration will be given the recommendations of an advisory board except when such recommendations are in conflict with the regulations or when there is good reason for their disapproval.

Live-stock associations desiring to take advantage of this regulation must file an application with the Forester, giving the names of all members of the association, the name of the forest reserve or reserves in which its members are interested, and the names of the committeemen who are to act for the association. The advisory board must not consist of more than five members, and a majority of the board must constitute a quorum.

The application must be accompanied by a copy of the constitution and by-laws of the association and a statement that the action of the board will be binding upon the association. Upon the approval of such application by the Forester, the association will be entitled to the recognition given under this regulation and will be notified promptly of any contemplated changes in the number of stock allowed on any reserve or district thereof, any division of the range between different classes of stock or its owners, or the adoption of any special rules to meet local conditions.

PROTECTION OF GAME AND STOCK

REGULATION 70. All forest officers will cooperate with State or Territorial officials, so far as they can without undue interference with their regular reserve work, to enforce local laws for the protection of game and stock. When authorized to do so by the proper State officers they will, without additional pay, act as game wardens and stock inspectors with full power to enforce the local laws. If not so authorized they will promptly inform the State officials of all violations discovered. (Appendix, p. 150.)

Rangers should, when necessary, inform all persons of the local stock and game laws and endeavor to prevent their violation. This can best be done by courtesy and tact. If actual violation of the law is discovered by the ranger, he will at once notify the proper State officer, if practicable, and report this action to the supervisor. If unable to communicate with the State officer, or if no action follows, he will give the facts to the supervisor, who will transmit them to the proper State authority.

All supervisors will communicate at once with the State or Territorial game warden and request appointment for themselves and all the rangers under their supervision as deputy State game wardens. This appointment is sufficient warrant to arrest for offenses against the State or Territorial game laws.

REGULATION 71. Where trapping for fur on a reserve is legal, trappers must obey all regulations and must get timber for cabins through free-use permits. If over six months' occupancy is desired a special-privilege permit must be secured.

Whenever it is found that the stock interests are suffering or that the number of game animals or birds is on the decrease on account of wolves, cougars, coyotes, bobcats, or other predatory animals, the Forester should be notified in order that steps may be taken to get rid of them.

TRESPASS

I. CRIMINAL ACTION.

REGULATION 72. Under authority given by the Secretary of Agriculture regarding forest reserves "to regulate their occupancy and use and to preserve the forests thereon from destruction," the following acts are hereby forbidden, and declared to constitute trespass punishable by fine and imprisonment. (Appendix, p. 147.)

(a) Grazing upon or driving across a forest reserve any live stock without a permit, except as otherwise allowed by regulation.

(b) Placing any fence or inclosure upon a forest reserve without a permit, except upon patented land or upon a valid claim when necessary for actual development of such claim consistent with its character.

(c) Making settlement or squatting upon land within a forest reserve, except in accordance with the act of June 11, 1906.

(d) Building roads, trails, railways, or tramways, and constructing ditches, dams, canals, pipe lines, flumes, tunnels, or reservoirs without a permit, except upon patented land or upon a valid claim when necessary for the actual development of such claim consistent with its character.

(e) Erecting or conducting telephone, telegraph, or power lines, hotels, stores, sawmills, power plants, or other structures, or manufacturing or business enterprises, or carrying on any kind of work within a forest reserve, except according to law and forest-reserve regulations, and except upon patented land or upon a valid claim for the actual development of such claim consistent with its character.

(f) Willfully tearing down or defacing any notices of the Forest Service.

(g) Willfully destroying or damaging any property belonging to or used by the United States for forest-reserve purposes.

(h) Willfully setting on fire or causing to be set on fire any timber, brush, or grass, within a forest reserve, or leaving or suffering fire to burn unattended near any timber or other inflammable material in a forest reserve.

The following trespasses are forbidden by specific acts of Congress and are punishable by fine and imprisonment:

(1) Cutting, destroying, or removing timber or other forest products from land in a forest reserve without a permit, or without having a valid claim to the ground on which such timber or product grows, except the small quantities actually needed by transients while within forest reserves. (Appendix, pp. 148, 173.)

(2) Cutting, destroying, or removing more timber upon an unpatented claim within a forest reserve than is necessary for its actual development. (Appendix, p. 173.)

(3) Cutting and removing timber from one mining claim to be used on another unless such use tends directly to develop the claim from which the timber is taken.

The burden of proof is upon the claimant to show that use of timber on another claim tends directly to develop the claim from which the timber was cut, and in no case can such use on a noncontiguous claim be justified.

(4) Destroying, defacing, changing, or moving any corner, meander post, monument, or bench mark, or cutting down any blazed line or witness tree on any Government survey. (Appendix, p. 166.)

(5) Chipping, chopping, or boxing trees for turpentine purposes on forest-reserve lands, or aiding or encouraging such cutting, chipping, chopping, or boxing; or buying turpentine or other substances obtained by such cutting, with knowledge that it was so unlawfully obtained. (Appendix, p. 165.)

All forest officers have power to arrest without warrant any person whom they discover in the act of violating the forest-reserve laws and regulations, or to secure a warrant from a United States commissioner, or, if one is not convenient, from a justice of the peace, and use it as the visible sign of the right to arrest, and also to arrest for any such violation on a warrant obtained by any competent person.

All forest officers are directed to be vigilant in discovering violations of forest-reserve laws and regulations and diligent in arresting offenders, either on a warrant secured from a United States commissioner of the district or a justice of the peace, or without such warrant when the offender is taken in the act of violating any provision of regulation 72 or any criminal law relating to forest reserves. Unless, however, the trespass threatens damage to the forest reserve or interference with its management, or the offender is likely to escape, no arrest should be made until a report of the trespass, with signed statements from the witnesses, has been sent to the Forester in order that he may give appropriate instructions.

Any forest officer making an arrest must, as soon as practicable, take the offender before the nearest United States commissioner and thereafter stand ready to carry out any mandate of the commissioner relative to the custody of the prisoner. He will also at once inform the supervisor within whose jurisdiction the offense was committed. It shall be the duty of each supervisor to promptly inform the district attorney of any such arrest and to render him the fullest assistance in collecting evidence. Each supervisor will also keep the Forester fully informed of each arrest and of further steps in the prosecution.

When a forest officer makes an arrest he will be reimbursed for the necessary expense incident to such arrest. When such expenses are incurred by a forest ranger he will be reimbursed through the supervisor.

II. CIVIL ACTION.

IN GENERAL.

The United States has all the civil rights and remedies for trespass possessed by private individuals.

If any forest officer discovers a trespass he will notify the trespasser, in the presence of a witness, if possible, to discontinue the trespass, taking care to note the hour, day, and place of notice. He will also report the facts immediately to the supervisor on Form 856, and when danger of removal or destruction is imminent will seize all material involved in the trespass and, if necessary, arrest the offender.

Supervisors will report all cases of trespass to the Forester, setting forth the damage done or threatened, including the actual expense incurred in investigating the trespass. If the offer of settlement is

not accepted, and the damage seems sufficient to warrant civil suit, the supervisor will be directed by the Forester to place the case in the hands of the United States district attorney. Thereafter the supervisor will do all in his power to collect evidence for and assist the district attorney in the prosecution of the suit and promptly inform the Forester of each step in the case. Forest officers may administer oaths in securing testimony.

INJUNCTION.

An injunction may be obtained to restrain trespass on forest reserves.

DAMAGES.

Civil actions may be brought to recover damages caused by any trespass or breach of contract, in addition to and exclusive of criminal penalties.

COMPROMISE.

The Secretary of Agriculture has no power to compromise criminal cases, and "a proposition of settlement submitted with the understanding that if accepted criminal proceedings for the trespass will be waived, will be rejected."

SETTLEMENT.

The Secretary of Agriculture has power to settle with any trespasser for the actual civil damages. The rule for measure of damages for timber cut in trespass is as follows: When the trespass is willful, the value of the timber where found; when unintentional, the stumpage value only.

Forest officers will notify trespassers that they may make, upon Form 653, offers of settlement to accompany the trespass reports, but no such offer will be considered unless the amount offered in settlement is remitted by postal or express money order or national bank draft on New York to the special fiscal agent, Forest Service, Washington, D. C. (Regulation 7.)

PUNITIVE DAMAGES.

When trespass can be shown to be malicious or due to such negligence as implies malice "or a reckless indifference to the rights of the Government," especially when a person trespasses after notice, punitive damages may be recovered "notwithstanding the act constitutes an offense punishable under the criminal statutes."

STRUCTURES WRONGFULLY PLACED ON FOREST RESERVES.

When any structure is erected upon forest-reserve land without a permit it becomes the property of the United States immediately upon its construction.

PROTECTION AGAINST FIRE

Probably the greatest single benefit derived by the community and the nation from forest reserves is through the protection of property, timber resources, and water supply against fire. The direct annual loss from this source on unprotected lands reaches many millions of dollars; the indirect loss is beyond all estimate.

During 1904, six-tenths of 1 per cent of a total reserve area of 58,052,054 acres, was burned out. In 1905 this was reduced to one-tenth of 1 per cent of a total reserve area of 92,741,030 acres.

The burden of adequate protection against fire can not well be borne by the State or by its citizens, much as they have to gain, for it requires great outlay of money to support a trained and equipped force, as well as to provide a fund to meet emergencies. Only the Government can do it, and, since the law does not provide effective protection for the public domain, only in the forest reserves can the Government give the help so urgently needed.

Through its fire patrol the Forest Service undertakes to guard the property of the resident settler and miner, and preserve the timber, water, and range upon which the prosperity of all industries depends. The help it can give to the development of the West may be greatly increased by the cooperation of citizens. Destructive forest fires are not often set willfully, but far too commonly they result from failure to realize that carelessness will be followed by injury and distress to others. The resident or the traveler in forest regions who takes every precaution not to let fire escape, and who is active in extinguishing fires which he discovers, contributes directly to the development and wealth of the country and to the personal safety and profit of himself and his neighbors. He who does not, assumes a great responsibility by endangering not only his own welfare but that of countless others.

Citizens' fire brigades have been organized successfully on many reserves. Not only is the prevention of fire to the interest of all property owners, but men under obligation to fight fire because they hold permits will profit greatly by such prevention, because it reduces the work which they may be called upon to do. An organization which will put out a fire before it gathers headway may save them many days' hard work.

Residents in the vicinity of reserves, and especially those holding permits of any kind, are urged to cooperate with the forest officers by holding themselves in readiness to respond with a fixed number of men to a call from the forest officer. If, for example, one man in each of ten different districts had previously notified the supervisor that he would hold himself responsible for the appearance of himself and nine others at any fire that could not be controlled by the reserve force, by calling on the ten men a force of a hundred would be quickly available. The local ranger should keep these leaders informed of his movements as far as practicable. Towns and cities, lumber companies, water companies, railroads, and others interested are invited to cooperate with the Forest Service in guarding against fire.

Care with small fires is the best preventive of large ones. The following simple regulation may easily be observed by all, and its violation will be treated as trespass. (Appendix, p. 147.)

REGULATION 73. Camp fires must not be larger than necessary; must not be built in leaves, rotten wood, or other places where they are likely to spread, or against large or hollow logs, where it is difficult to be sure when they are completely out. In windy weather and in dangerous places camp fires must be confined to holes, or by clearing all vegetable matter from the ground around them. A fire must never be left, even for a short absence, before it is completely extinguished.

Officers of the Forest Service, especially forest rangers, have no duty more important than protecting the reserves from forest fires. During dry and dangerous periods this work should be given first place. Most careful attention should be given to the prevention of fires. Methods and equipment for fighting them should be brought to the highest efficiency.

A ranger should never start on fire patrol duty without an ax or a shovel, or both, and in case he sights a smoke on his district, or near to it, he must absolutely assure himself of its cause. No opportunity should be lost to impress the fact that care with small fires is the best way to prevent large ones.

The reserves must be thoroughly posted with fire warnings. The fact that some of them are destroyed is no excuse for neglecting this important duty. Often the warning notices can be posted on or near signboards along trails, or notices of reserve boundaries, limits of districts, or excluded areas in grazing ranges, etc. The destruction of these notices is willful trespass, punishable by law. Destroyed notices should be replaced as soon as their loss is discovered.

Forest officers should cheerfully and politely tell hunters, campers, and others about the rules and regulations governing camp fires. An officer who loses his temper or uses improper language in talking with persons who are careless because they do not know about the rules, or have no experience in camping, fails in one of his principal duties. He should call their attention to the mistake and instruct them courteously in the proper way of building and handling fires.

REGULATION 74. Lumbermen, settlers, miners, prospectors, and other persons using the forest reserves are cautioned against making dangerous slashings, and must not fire them in very dry weather. If it is necessary to burn slashings, ample notice must always be given the nearest forest officer before burning, so that he may take steps to reduce the danger. If notice is not given, or if the ranger's instructions are not followed, the person responsible for the burning will be held strictly accountable for all damage to the reserve, and liable, in aggravated cases, to criminal prosecution.

There is no desire to hamper the work of settlers and lumbermen, nor to limit the rights of property holders, but it is not just that other forests and improvements, whether owned privately or by the Government, should be endangered by carelessness.

The utmost tact and vigilance should be exercised where settlers are accustomed to use fire in clearing land. Public sentiment is rightly in sympathy with home builders, and the control of their operations should give the least possible cause for resentment and impatience with the reserve administration, but it should be exercised firmly none the less. Settlers should be shown the injury to their own interests, as well as to the public, which results from forest fires. Methods and times of burning should be discussed with them, and, if possible,

an amicable agreement secured to have no burning except when authorized by the forest officer and when he is present. But while the aim ought always to be toward cooperation and good will, it is equally important to have it well understood that reserve interests will be protected by every legal means.

Where any tendency to ignore instructions is observed, notice must be given that action will be brought for any damage sustained by the United States and that willful negligence will be prosecuted criminally. If this is ignored and damage does result, prosecution must be prompt and vigorous. Where there is sufficient reason to anticipate danger, as from a large slashing which it is announced will be burned at a dangerous time, injunction may be secured. Do not hesitate to use the telegraph to ask advice or report action taken to the Forester.

Similar means should be employed where reserves are endangered by railroads or logging operations on private lands, and prompt report of such conditions should be made to the Forester.

FIRE LAWS AND PENALTIES.

There is ample legal provision for the punishment of malice or carelessness with fires. The act of June 4, 1897 (Appendix, p. 147), instructs the Secretary to make provisions for their protection against fire, and provides for the punishment of any violation of his regulations. The act of May 5, 1900 (Appendix, p. 166), prescribes a maximum fine of \$5,000, or two years' imprisonment, or both, for any person convicted of responsibility for the willful setting of a fire on the public domain, or for suffering a fire to burn unattended near any inflammable material. It prescribes a fine of \$1,000, or one year's imprisonment, or both, for building a fire and leaving it before it is totally extinguished. Any officer of the Forest Service may arrest violators of these laws.

The fire laws of any State or Territory are applicable to forest reserves within its boundaries, and the United States has recourse to them whenever necessary, with the right to bring civil action to recover damages caused by fire. It is not necessary to prove malice, or even carelessness, or that the fire was set upon Government land. Any person responsible in any way for injury to Government property is liable for the actual damage.

PATROL.

Each supervisor is responsible for the division of his reserve into districts and the assignment of a suitable patrol force to each district. At the beginning of the summer season, or before March 15, each supervisor will recommend to the Forester the number of men needed adequately to protect his reserve, the rate each should be paid, and the number of months each should serve. After consideration of these recommendations the Forester will fix the number for the full summer force of each reserve, and this allotment will be final.

After this number is fixed the supervisor may recommend appointments by wire in the briefest possible terms, for example:

"Forester, Washington, D. C.:

"Appoint Buckner M. Green guard May one. Smith."

Bear in mind the fact that appointments can not be dated back, and that they must bear the full name of the appointee.

Every ranger or guard must go to and fight every fire he sees or hears of, at once, unless he clearly can not reach it or is already fighting another fire. If he can not put it out alone, he must get help. The fact that it may not be on his district has no bearing unless he is certain another ranger is there already.

Rangers on fire-patrol duty should avoid spending time and work in places or along routes where there is little danger or small outlook. A clean fire record rather than hours spent or miles ridden is the best indication of efficient patrol. Often a short trip to a commanding point is better than a long ride through a wooded valley. During dry and dangerous periods the selection of headquarters, camping places, and routes should be made with the single object of preventing and discovering fires. It is often necessary for a ranger to be detailed to patrol certain much-used trails or roads by which parties enter the mountains.

Fires caused by lightning are not rare, especially in dry mountain regions. After every electric storm a special effort is needed to locate and extinguish any such fires before they are well under way.

HOW TO FIGHT FIRE.

When once a fire has spread over an acre or more, especially where much dead and down timber makes it very hot, it may be so far beyond the control of one man that it is best to leave it and get help. The character and condition of the woods, the weather, and even the time of day have so much to do with such cases that general directions have little value and all depends upon the experience and good judgment of the ranger.

Generally the best tools for fighting fire are the shovel, mattock, and ax. The ranger should always carry at least an ax during all the dangerous season.

In damp, heavy forest, fire usually travels slowly, and a few men, if persistent, can keep it in check by trenching, even though they may not extinguish it, and must continue the watch until rain falls. In dry open woods fire travels faster, and it is often best to go some distance to open ground, and back fire from there. In handling back fires great care is needed to avoid useless burning; therefore they should never be set except by forest officers, unless in great emergencies.

The night or the early morning is the best time to work whenever any choice exists, for nearly all forest fires die down, more or less, during the cool of the night and flare up again during the heat of the day.

Following are several general principles to be borne in mind:

- (a) Protect the valuable timber rather than the brush or waste.
- (b) Never leave a fire, unless driven away, until it is entirely out.
- (c) Young saplings suffer more than old mature timber.
- (d) A surface fire in open woods, though not dangerous to old timber, does great harm by killing seedlings.
- (e) A fire rushes uphill, crosses a crest slowly, and is more or less checked in traveling down. Therefore, if possible, use the crest of the ridge and the bottom as lines of attack.
- (f) A good trail, a road, a stream, an open park check the fire. Use them whenever possible.

(g) Dry sand or earth thrown on a fire is usually as effective as water and easier to get.

(h) A little thinking often saves labor and makes work successful. Ill-planned efforts suggested by haste and excitement rarely lead to success.

ACTION AND REPORT.

Small fires, extinguished without difficulty by the officer who discovers them, may be reported to the supervisor at the end of the month. He should be notified at once of large ones which require help from residents or other rangers, purchase of supplies, or attendance for several days. But if help is needed the forest officer on the ground should get it at once. He should hire men and messengers, if necessary, send for supplies, and notify the supervisor of the action taken. The supervisor will furnish any further help needed and telegraph the Forester if an amount in excess of \$300 is required. He will also notify the Forester as soon as the total cost of any fire requiring extra help and expense is ascertained.

In reporting upon fires three classes should be distinguished, as follows:

(a) Camp fires and other small fires covering not more than a few square rods.

(b) Small forest fires, extinguished without any extra help or expense, and generally not covering over 5 acres.

(c) Large fires, requiring extra help and expense.

On the last day of each month every ranger and guard will fill out his monthly fire report on Form 944, using a separate column for each fire, or if such is the case, writing "No fires on district ——— during ———, 190—." In case of large class (c) fires, if in the opinion of the supervisor it is essential for his information, the ranger will supplement his monthly report form with a letter.

EXPENDITURES FOR FIGHTING FIRE.

Every forest supervisor is authorized, in person or through a subordinate, to hire temporary men, purchase tools and supplies, and pay for their transportation from place to place to extinguish a fire; but when it is evident that the expense is liable to be over \$300, he must at once telegraph the Forester for authority to incur the additional expense. No expense for fighting a fire outside a reserve must be incurred unless the fire threatens it.

To promote willing assistance, in every possible instance the supervisor should pay the extra labor in cash on the ground immediately after the fire is extinguished, taking a signed subvoucher and transmitting it with his regular monthly expense account. The rate of pay allowed fire fighters is \$0.25 per hour, actual working time. When the supervisor finds it impossible to pay these emergency assistants in cash, Form A may be used. If there is any delay the reason for it should be carefully explained to the men.

Government employees and persons having any sort of permits within a forest reserve are not entitled to compensation for fighting fire.

While the Government is anxious to prevent and fight fires, only a limited amount of money can be devoted to this purpose. Expe-

rience has proved that usually a reasonable effort only is justified, and that a fire which can not be controlled by 20 to 40 men will run away from 100 or even more men, since heat and smoke in such cases make a direct fight impossible.

Extravagant expenditures will not be tolerated. Fires are sometimes started for the sake of a job. In and about every reserve it is possible to enlist the cooperation of the better citizens, so that in time of need enough men of the right kind will be on hand. A crowd of men hastily gathered about a town, without organization, interest, or experience is valuable only as a last resort in extreme need.

PERMANENT IMPROVEMENTS

ROADS AND TRAILS.

In order to render available for use the resources of the forest reserves, to make them accessible for travel, and to protect them, the Forest Service hopes eventually, with the cooperation of the local authorities, to build a complete road and trail system through each.

The Forest Service is not only willing, but anxious, to cooperate with the counties in the construction and maintenance of roads, trails, and bridges within the forest reserves.

Any community which desires to take advantage of this offer should communicate with the forest officer in charge through the proper official.

The supervisor will transmit the request to the Forester in a report covering the following points:

Location and length.

Advantages to be gained and necessity of construction.

Number and class of residents benefited.

Exactly what the local residents or county will contribute toward its construction and maintenance in money, labor, tools, powder, or construction material.

Cost to the Forest Service in money, labor, or timber.

Definite recommendations as to what action should be taken by the Forest Service.

There is urgent need of more and better trails on most of the forest reserves. They are of capital importance, because they are not only the best insurance against fire, but the means by which the reserves can be seen and used.

It is entirely practicable to make a good trail at low cost, even on rough ground, but the man who makes it must know how. A general system or scheme of trails for the whole reserve should first be carefully thought out and decided upon, and those of the greatest immediate importance for protection and patrol should be built first. Trails needed in haste may be made good enough for ordinary saddle-horse or pack-train travel at once, with a view to improvement and permanence later on.

The most important part of trail work, and that for which the supervisor will be held directly responsible, is the preliminary location of the line and grade. Construction work should not commence until he is satisfied that the best possible route has been selected.

The maximum grade of all forest reserve trails should be 20 per cent, unless the expense of keeping within this limit is absolutely pro-

hibitive. When it is found necessary to build switch-backs, the turns should be level and wide enough to give plenty of room for a loaded pack animal.

Logs, snags, brush, or limbs that require turn-outs on a traveled trail will be considered as marks of inefficiency on the part of the ranger in whose district they were found. For the benefit of the traveling public, all forest-reserve trails should be equipped with sign-boards stating the name of the trail, its destination, and the distance in each direction to its terminal points.

Bridges should be built only where fording is impracticable, but when they are necessary should be strong enough so there will be no danger of their going out with the first high water. The use of rod iron and sawed lumber should be discouraged wherever suitable logs can be obtained from reserve timber.

Where the ground and grade of a trail make drainage necessary to prevent washing, cross gutters or obstructions should be placed at proper intervals to throw water off on the downhill side. As a general rule brush and earth or a small log pegged down obliquely across the trail will answer the purpose.

An estimate for each summer's improvement work will be required from the supervisor on or before March 15 of each year. The Forester will pass upon the recommendations and allot a definite portion of the authorization of the reserve to this class of work. This allotment must be strictly followed. It will be charged with expenses for team hire, powder, and other materials (not tools), and temporary labor.

FIRE LINES.

On some of the forest reserves it has been found necessary to begin work on fire-line systems to insure reasonable security against disastrous fires. Where this is done to protect the direct water supply of adjacent towns, cities, or ranches, or the range of permitted stock, the cooperation of the interested residents is earnestly requested.

Range fire lines or lines through open mature timber on easy ground may be cheaply constructed by plowing four or five furrows on each side of a strip 4 rods wide and burning out the intervening strip when conditions render it safe. Lines through chaparral or heavy underbrush should usually be 30 feet wide, cleaned out with an ax, mattock, and brush hook, and the stumps of all strong, sprouting species, such as scrub oak, grubbed out.

TELEPHONE LINES.

Arrangements will be made as rapidly as possible to construct telephone lines to connect the supervisor's headquarters with rangers' headquarters and lookout stations, so that fires may be reported and other business of the reserve managed expeditiously.

In many cases this work may be carried on in cooperation with towns, associations of settlers, or telephone companies, and the cost to the Service thus be considerably reduced. It should be borne in mind that the greater the amount of cooperation of this kind the more rapidly can the system be extended.

The supervisor will include in his annual estimate recommendations for telephone lines within his reserve, covering the following

points, as well as any additional information which will aid the Forester in considering the recommendations:

(1) The length of the lines it is recommended to build during the year covered by the estimate and the suggested extension of these lines during the year following.

(2) The distance between towns, settlers' houses, rangers' headquarters, and lookout points to be touched by the recommended line and the number and location of instruments to be installed.

NOTE.—In estimating the number of permanent instruments to be installed along the line for official use it should be borne in mind that rangers may be provided with portable instruments which may be attached to the line at any point and telephone connection established. It is, however, very desirable that instruments be installed at various points within easy reach of lookout points, so that fires may be reported by persons not provided with portable instruments.

(3) When possible a map of the proposed route showing the towns, settlers' houses, rangers' headquarters, lookout points, rivers, creeks, canyons, etc., mountains, ridges, roads and trails, and railroads, with their relative elevations, should be prepared and submitted with the estimate.

(4) The length of poles required. The line must be at least 3 feet above snow and brush.

(5) The kind, quality, and height of the timber available for poles along the proposed route, noting distances which timber will have to be hauled to the line.

When considering a route special attention should be paid to existing or proposed roads and trails which will afford means of transport for material when building the line and when repairs become necessary.

CABINS.

Eventually all the rangers who serve the year round will be furnished with headquarter cabins on the reserves. It is the intention of the Forest Service to build these as rapidly as funds will permit. Wherever possible cabins should be built of logs, with shingle or shake roofs.

The hardware, glass, and door and window frames may be purchased on authorization from the Forester. Cabins should be of sufficient size to afford comfortable living accommodations to the family of the ranger stationed in them, and this ranger will be held responsible for the proper care of the cabin and the ground surrounding it. It is impossible to insist on proper care of camps if the forest officers themselves do not keep their cabins as models of neatness.

Rangers' cabins should be located where there is enough agricultural land for a small field and suitable pasture land for a few head of horses and a cow or two, in order to decrease the often excessive expense for vegetables and feed. In course of time several rangers' camps will be needed for each township, and selections of sites should be made with this in view. The amount of agricultural and necessary to supply a ranger's family with vegetables and to raise hay and grain enough to winter his saddle and other stock will vary greatly in different localities, but as a general rule it will not be less than 10 nor more than 40 acres. The field must, of course, be inclosed by a stock-proof fence.

The pasture should be of sufficient size to support the stock not in use by the ranger during the summer, and only in cases where it is obviously necessary should they include land that could be used for agriculture. They will vary in size, according to the quality of the feed, from 40 to 200 acres. A two or three wire fence strung on posts or trees 30 feet apart will, in most cases, be sufficient to protect these pastures from range stock.

Other improvement work necessary for the proper administration of the reserve, such as corrals, drift fences, counting wings, or tool houses will be authorized when their need is shown in a report to the Forester.

The supervisor will from time to time inform the Forester of results. Before any expense beyond the labor of the reserve force is incurred, except to meet an emergency, previous authority must be secured from the Forester.

MAKING RESERVE BOUNDARIES

For the benefit of the public and of the reserves forest officers will do their utmost to see that all boundaries are established and clearly marked.

All forest supervisors will be supplied with boundary posters, and with stamps and ink for filling the spaces left on each poster for the name of the reserve and boundary on which the notice is posted. They will see that the reserve limits are kept amply marked, not only at the entrance of trails and roads, but at frequent intervals along the entire boundary where any entrance is probable.

There should be at least one notice to each quarter mile where grazing or timber trespass is likely to occur, and the entire line, where it runs through timber, should be plainly marked with fore-and-aft blazes, each blaze stamped in the center with the United States marking hatchet.

Every notice posted must bear the name of the reserve and the proper boundary. If it is desirable to indicate the latter otherwise than by "North," "South," "East," or "West," combinations of initials such as "NW." or "SE." may be made.

Where the forest officers can not locate the boundaries of their reserve with sufficient accuracy, or the lines of interior claims or holdings of any kind, the Forester should be informed in order that

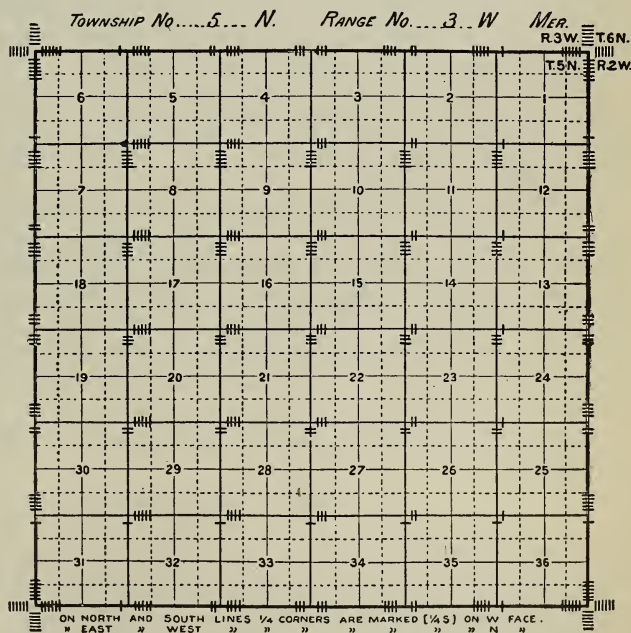


FIG. 1.—System of notching corners.

surveys may be made either by the United States Geological Survey or by experts in the employ of the Forest Service.

Whenever a forest officer finds an old survey corner, either on the boundary or inside the reserve, which is in danger of becoming obliterated, he should take time to reenforce it properly.

FIELD AND OFFICE EQUIPMENT

When they are needed for the good of the service certain articles may be obtained on requisition from Washington. These requisitions must be made in duplicate on Form 668 and must be type-written. The original requisition will be sent to the Forester without a letter of transmittal unless an explanation is necessary. The duplicate will be retained by the supervisor for his files.

Supervisors will write their initials in the upper left-hand corner of the original, in lieu of a signature and to fix responsibility, but will not sign or initial upon the line above the printed words "Chief of ____."

One or more lines may be used for the description of an article, but not more than ten articles will be described on one sheet. If more than ten articles are to be described, use additional sheets and treat each sheet as a separate requisition.

When it is necessary to requisition by wire, give first the list number, then the number of the article and the number required; for example: "One, nineteen, six" would mean one-half dozen blue lumberman's crayons.

So far as practicable, frequent requisitions for current supplies should be avoided. On or about the 1st of March and the 1st of September of each year supervisors will make requisitions for the stationery, office supplies, and printed forms required by their respective offices for the ensuing six months. To avoid delay, however, articles needed for immediate use at the time the semiannual requisition is made will be called for in a separate requisition, marked "Special."

All maps and photographic or drafting work should be requested by letter.

LIST I. FOR OFFICE USE.

Equipment furnished on requisition for use in supervisor's office. In making requisitions by wire order by number when possible.

1. Flat-top office table.
2. Sectional filing case (fig. 2, p. 134), consisting of:
 - (a) Section 1—Four-drawer map case.
 - (b) Section 2—Two-drawer vertical letter file.
 - (c) Section 3—Nine-drawer loose-sheet letter file.
 - (d) Top and base.
3. Map case, four-drawer unit, base and top.
4. Transfer case.
 - (a) Cap size for section 2.
 - (b) Letter size for section 3.
5. Bent-wood office chair.
6. Typewriter No. 3.
7. Typewriter stand.
8. Card-index case.

9. U. S. flag, 3' by 5'.
10. U. S. flag, 4' by 8'.
11. Loose-sheet holder.
12. Desk pad, 19" by 24".
13. Ink well.
14. Wire desk basket.
15. Penrack.
16. Automatic paper fastener and staples.
17. Penholder.
18. Pens, fine point and stub.
19. Lumber crayon (blue).
20. Lead pencils, hard, soft.
21. Road pen.
22. Ruling pen.
23. Proportional divider.
24. Ordinary divider.
25. Celluloid triangle, 6".
 - (a) 45°.
 - (b) 30° by 60°.
26. Celluloid triangle, 10".
27. Triangular boxwood rule, 12".
28. Metal rule, 12".
29. T-square, 24".
30. Thumb tacks.
31. Protractor, 180°.
32. Colored pencils, in sets for mapping.
33. Rubber stamps:
 - (a) Title of officer in charge.
 - (b) "Respectfully forwarded to the Forester."
 - (c) "Duplicate, for the information of the Forester."
 - (d) "Received."
 - (e) "Approved."
 - (f) "Answered."
 - (g) "Closed ———. Tr. No. ———."
 - (h) "North."
 - (i) "South."
 - (j) "East."
 - (k) "West."
 - (l) Name of reserve.
- Other necessary stamps.
34. Steel punch, "Forest Service" for marking Government tools.
35. Paper clips, in boxes.
36. Rubber bands, assorted in boxes.
37. Typewriter brush.
38. Typewriter screw-driver.
39. Typewriter ribbon.
40. Tracing cloth, 36" wide, in yards.
41. Drawing paper, 36" wide, in yards.
42. Forest Service letterhead paper, in reams.
43. Plain paper for second sheets, in reams.
44. Ruled letter-head paper, in reams.
45. Ruled second sheets, in reams.
46. Yellow scratch paper, in reams.
47. Superior linen for carbon copies, in reams.

48. Carbon paper, in boxes of 100 sheets.
49. Telegraph forms, in pads.
50. Cross-section paper in sheets: (a) 3" to the township; (b) 1½" to the township.
51. Township plats: (a) 3" by 3", (b) 6" by 6", and (c) 12" by 12".
52. Cross-section paper (for profile), in yards.
53. Franked envelopes:
 - (a) No. 6, white, 6" by 3½".
 - (b) No. 9, white, 8⅞" by 3⅞".
 - (c) No. 9, white, directed to Forester, 8⅞" by 3⅞".
 - (d) No. 9, manila, 8⅞" by 3⅞".
 - (e) No. 10, white, 9½" by 4⅛".
 - (f) 5" by 8½", manila (for Use Book).
 - (g) 9½" by 12", manila.
 - (h) 10" by 14", manila.
54. Franks for mailing packages.
55. Erasers for:
 - (a) Typewriter.
 - (b) Ink.
 - (c) Pencil.
56. Rubber-stamp pad.
57. Rubber-stamp ink.
58. List of publications of the Forest Service.
59. List of publications of the Department of Agriculture.

LIST II.—FOR FIELD USE.

Equipment furnished on requisition for use on the reserves.

1. Forest Service badge.
2. U. S. marking hatchet.
3. U. S. marking ax.
4. U. S. marking hammer.
5. Caliper:
 - (a) 18".
 - (b) 34".
 - (c) 50".
6. Marking caliper:
 - (a) 18".
 - (b) 24".
7. Scribner scale stick (Decimal C).
 - (a) 30".
 - (b) 48".
 - (c) 60".
8. Field notebook.
9. Ranger's notebook.
10. Steel tape:
 - (a) 50'.
 - (b) 100'.
11. Timber scribe.
12. Tally register.
13. Sight compass, 2" needle.
14. Surveyor's compass, 3" needle.
15. Compass tripod.
16. Chain, (a) 33' and (b) 66'.

17. Ranging pole.
18. Surveying pins in sets of eleven.
19. "First aid to the injured," pamphlet.
20. "First aid to the injured," packet.
21. Tally board, (a) for Forms 615 and F 595; (b) for Form 88.
22. Jacob staff.
23. Wall tent:
 - (a) 7' by 9'.
 - (b) 9' by 9'.
24. Hospital tent, 14' by 14'.
25. Tomahawk.
26. Boundary notice:
 - (a) English.
 - (b) Spanish.
27. Reserve notice:
 - (a) English.
 - (b) Spanish.
28. Property notice:
 - (a) English.
 - (b) Spanish.
29. Forest fire warning:
 - (a) English.
 - (b) Spanish.
30. Woodman's Handbook.
31. Sheaths:
 - (a) Marking hatchet.
 - (b) Marking ax.
 - (c) Marking hammer.
 - (d) Tomahawk.
32. Surveyor's compass case.

LIST III. FIELD INSTRUMENTS.

The following equipment is furnished only to forest assistants assigned to a reserve when requisitioned through the supervisor:

1. Plane table:
 - (a) Large size.
 - (b) Traverse board.
2. Tripod:
 - (a) Plane table.
 - (b) Traverse board.
3. Traverse tables.
4. Telescopic alidade.
5. Sight alidade.
6. Leveling rod.
7. Barrel magnifying glass.
8. Planimeter.
9. Set of drafting instruments.
10. Abney level.
11. Range finder.
12. Staff head.
13. Hypsometer:
 - (a) Klaussner.
 - (b) Faustmann.

14. Accretion borer.
15. Brunton compass.
16. Focusing camera, roll-holder attachment:
 - (a) 5'' by 7''.
 - (b) 4'' by 5''.
17. Camera case.
18. Camera tripod.
19. Photographic films, 6 to the roll, with notebooks.
20. Aneroid barometer: (a) 10,000'; (b) 12,000'; (c) 16,000'.
21. Field chest.
22. Monocular field glass.
23. Camera tripod case.

LIST IV. FORMS.

The following forms are in effect July 1, 1906, but are subject to change. They should be requisitioned by number only:

TIMBER SALE.

- (Sheet) Form 878, "Map sheet."
- (Sheet) Form 578, "Timber estimate and description."
- (Sheet) Form 821, "Timber sale" (application and contract).
- (Card) Form 615, "Timber sale" (record).
- (Sheet) Form 820, "Report of timber cut."
- (Card) Form 606, "Weekly scale report."
- (Book) "Scale record."
- (Book) "Comparative scale record."
- (Sheet) Form 640, "Letter of approval of timber sale application" (for use by Washington office).
- (Slip) Form 629, "Notification that case is closed" (for use by Washington office).
- (Sheet) Form 941, "Bid for advertised timber."
- (Card) Form 940, "Timber settlement" (record).
- (Card) Form 935, "Certificate of publication."
- (Sheet) Form 615, "Valuation survey blank."
- (Sheet) Form 88, "Valuation survey blank" (large size).
- (Sheet) Form F 595, "Tree analysis blank."
- (Card poster) Form 975, "Sale of timber."

FREE USE.

- (Sheet) Form 831, "Application and agreement for free use."
- (Card) Form 617, "Free use" (record).

GRAZING.

- (Sheet) Form 631, "Agreement supplemental to grazing application."
- (Sheet) Form 656, "Grazing permit."
- (Sheet) Form 879, "Application for grazing permit."
- (Sheet) Form 762, "Notification of approval of grazing application" (letter).
- (Card) Form 621, "Grazing" (record).
- (Sheet) Form 925, "Application for crossing permit."
- (Card) Form 976, "Herder's identification card."

PRIVILEGE.

- (Sheet) Form 832, "Special privilege application and agreement."
(Card) Form 619, "Privilege" (record).
(Sheet) Form 964, "Report on privilege application."

TRESPASS.

- (Sheet) Form 653, "Timber trespass, proposition of settlement."
(Sheet) Form 856, "Report on trespass."
(Card) Form 618, "Trespass" (record).

CLAIMS.

- (Sheet) Form 654, "Report on mining claim."
(Sheet) Form 655, "Report on agricultural settlement."
(Card) Form 937, "Agricultural claims" (record).
(Card) Form 938, "Mining claims" (record).

FISCAL.

- (Sheet) Form 861, "Letter of transmittal."
(Slip) Form 627, "Certificate of deposit."
(Card) Form 626, "Fiscal" (record) (used only in Washington, D. C.).
(Sheet) Form B, "Authority to publish advertisement" (prepared in Washington office) combined with voucher for settlement of advertising account (executed by publisher).
(Sheet) Form 961, "Affidavit of publication and advertising rates."

ADMINISTRATION.

- (Book) Form 847, "Rangers' service report."
(Slip) Form 647, "Certification of services of forest officer."
(Card) Form 620, "Personnel" (record).
(Sheet) Form 668, "Requisition for supplies."
(Sheet) Form 944, "Monthly fire report."
(Sheet) "Resignation" (departmental form).
(Card) Form 560, "Request for forwarding mail" (postal).
(Sheet) Form 977, "Report on seed production of commercial trees."
(Sheet) Form 991, "Report on rangers' nurseries."

LEGAL.

- (G. L. O.) Form 4-181, "Bond."

ACCOUNTS.

- (Sheet) Form 3, "Salary voucher."
(Sheet) Form 4, "Reimbursement voucher."
(Slip) Form 99, "Distribution of expenditures."
(Slip) Form 785, "Request for leave of absence."
(Book) Form 4a, "General expense subvoucher" (superseding 4a, 4b, and 4bb).
(Book) Form E1, "Subvoucher for telegraph service."
(Sheet) Form A, "Payment from Washington for field purchases voucher."

- (Sheet) Form R, "Informal bid for supplies."
 (Book) "Fiscal Regulations of the Department of Agriculture."
 (Sheet) Form 939, "Property invoice or receipt."
 (Slip) Form 943, "Transfer of property in the field."
 (Sheet) Form 858, "Certificate of loss or damage of property."

LIST V. MATERIALS AND SUPPLIES TO BE PURCHASED IN THE FIELD.

The following articles may be purchased in the field by the supervisor after first reporting the necessity and securing authority and instructions from the Forester to proceed. All nonexpendable property thus purchased is charged to the supervisor on the books of the property auditor, and he must use the utmost diligence to make only actually necessary purchases and to take care of the property. Receipts on Form 943 for every piece of property in rangers' hands must be on file in the supervisor's office.

Axes, single and double bitted and broad.	Log chains.
Adzes.	Lanterns.
Anvils.	Lumber needed for construction.
Blasting equipment and material.	Machetes.
Brush hooks.	Mattocks.
Canthooks.	Mauls.
Crowbars.	Paste, for office.
Drawing board; specifications furnished on request.	Pickaxes.
Files.	Pitchforks.
Forges.	Pliers.
Frows.	Rope.
Frames, window and door.	Rakes.
Grindstones and stands.	Saws, crosscut.
Glass, for cabin windows.	Stoves, for ranger cabins.
Hardware needed in construction work.	Shovels.
Handles—ax, mattock, pick, adze, hatchet, and saw.	Spades.
Hatchets, shingling.	Skidding tongs.
Hoes.	Tools, carpenter's and horseshoeing.
Ink, writing and colored drawing.	Telephone materials.
	Wire, telephone and fence.
	Wire stretchers.

Articles not in this list may be bought upon special permission from the Forester.

When any one purchase amounts to over \$50, competitive bids from at least three merchants must be secured, but when this is impossible, a statement of the reasons should be submitted. Competition should also be secured for purchases of less than \$50 whenever practicable. (See paragraph 11 of the Fiscal Regulations of the Department of Agriculture.)

Under no circumstances will personal or horse equipment, such as saddles, saddle pockets, blankets, canteens, firearms, cook or pack outfits, etc., be furnished reserve officers. The cost of any reserve equipment that can not satisfactorily be accounted for will be deducted from the salary of the officer to whom charged.

SUPERVISORS' ACCOUNTS

SALARY VOUCHERS.

(1) After July 1, 1906, all accounts on Form 3, Form 4, or Form A will not be submitted in duplicate. All salary vouchers of forest supervisors, rangers, and guards must be prepared, signed, and certified upon Form 3. Supervisors will not certify their own salary vouchers, since they are certified in Washington. They will certify their subordinates' salary vouchers when the number of days for which payment is claimed is correct. When the number of days' service claimed is not correct, they will forward the salary vouchers uncertified and accompanied by a statement on Form 647 of the days for which salary is not due and the reason for its disallowance.

(2) The Fiscal Regulations of the Department of Agriculture provide that if pay be at an annual or monthly rate, Sundays and legal holidays (January 1, February 22, May 30, July 4, the first Monday of September, Thanksgiving Day, and December 25) will be included in the period of service. In accordance with this regulation, no deductions in the pay of forest rangers or other officers of the Forest Service (on a monthly or annual rate of compensation) will be made merely on the ground that no work was performed on these days. If the best interests of the reserve will not suffer from the absence of a forest ranger from his district on any particular Sunday or holiday, he may be permitted to omit his regular duties or leave the reserve for that day if he so desires, and his pay vouchers may be certified without deduction. On the other hand, if the best interests of the reserve demand that he be in his district and on active duty on any particular Sunday or holiday, and if he refuses to work or leaves his district under these circumstances, certification should be withheld.

After the words "For service rendered as," only the title of the forest officer, such as ranger or supervisor, should be inserted.

Officers allowed a per diem will enter as a separate item the dates for which it is due, but will not enter the amount.

The name entered at the top of a pay voucher must be identical with the signature.

SUPERVISORS' OFFICES.

Reserve headquarters should be located in the nearest town to the reserve that offers proper railroad, telephone, telegraph, and mail facilities, and may be secured only through the permission of the Forester. In every case an office should be equipped with a proper sign. Request for authority to rent an office must describe the location and condition of the building and the rooms, and give in detail what is secured with the office, as light, heat, telephone, or janitor service. The danger from fire should be carefully considered and reported upon. In every case a lease will be prepared in the Washington office for execution by the lessor. Supervisors must never occupy an office that is furnished rent-free by a company or individual.

EXPENDITURES.

The Fiscal Regulations of the Department of Agriculture must be followed literally in incurring expenses and preparing accounts, to secure their payment.

REGULATION 75. No expenditure may be made without previous

authority, but by order of the Secretary of Agriculture the Forester will sign letters of authorization to forest officers. Such letters are drawn so as to facilitate the settlement of accounts for expenses incurred in the administration and protection of the forest reserves, but the aggregate amount of expenses incurred thereunder must not exceed the amount allotted, and must be sanctioned by previous instructions issued by the Forester, except in emergencies, for which provision is made in regulation 12 of the Fiscal Regulations.

The terms and amount of a letter of authorization must cover every expense incurred, including the purchase of supplies, traveling expenses, whether on transportation request or actually paid, and the pay of any assistant not appointed by the Secretary of Agriculture.

The terms and the total amount which may be expended under a letter of authorization are subject to amendment when necessary. When an amendment is required, or if any doubt arises as to the propriety of incurring certain expenses under the letter of authorization, forest officers will communicate promptly with the Forester.

An account for reimbursement of expenses incurred for any purpose, under a letter of authorization, must be prepared upon Form 4, in accordance with the Fiscal Regulations and the printed instructions on the back of the vouchers. (See regulation 19.)

In the use of subvouchers the detailed instructions of the Fiscal Regulations must be followed closely.

Items suspended for explanation should be included as the last entry in the first monthly account submitted after the receipt of notice of suspension and must be accompanied by explanation. Suspended items occurring in the last month of the fiscal year (June) should be submitted in a supplemental account and not in the expense account for the first month of the next fiscal year (July), because all accounts must be paid from the appropriation for the fiscal year in which the expense was incurred.

Form 99 must accompany each Form 4 or Form A submitted for settlement. Payment will be withheld until this form is received. If an account covers expenses incurred for more than one reserve a Form 99, properly filled out for each reserve, must accompany it.

Accounts for rental of supervisors' headquarters should be submitted on Form A, and should describe the premises rented and state the period (with inclusive dates) for which payment is claimed.

When authorized, railroad transportation may be paid for and entered in an expense account, or, if continuous for 100 miles or more, it may be secured through a Government transportation request. Applications for transportation requests should be made to the Forester by letter or, in an emergency, by telegram. The cost of tickets secured therewith is charged against the supervisor's letter of authorization, and must be reported upon the form provided on the back of the regular monthly account.

Travel over a bond-aided road should always be made upon a Government transportation request, and shipment of freight over either a bond-aided or a land-grant road must be made upon a Government bill of lading. There are now but two bond-aided railroads—from Atchison, Kans., to Waterville, Kans., operated by the Missouri Pacific, and from Ogden, Utah, to San Francisco, Cal. (Central Pacific, operated by the Southern Pacific). Freight and express to Washington, D. C., must be sent collect.

Payment of freight charges on shipment made on a bill of lading will be made direct to the railroads interested by the Washington office and should never be made by the forest officer.

TEMPORARY LABORERS.

If the best interests of a reserve require the temporary employment of men for work on forest fires, fire lines, roads, trails, cabin construction, and other work distinct from the ordinary patrol and protective duties of guards and rangers, such men may be employed by the supervisor at the rate of not over \$60 a month (except in case of fire, when not more than 25 cents an hour may be paid) and for a period of not over six months. These men are designated "laborers," and, not being appointed by the Secretary of Agriculture, are not in the Forest Service, have not the power to arrest, and must not be given the full duties and authority of guards or rangers.

REGULATION 76. Before employing temporary laborers, supervisors must inform the Forester of their names, the dates at which they are to begin work, and the necessity of their services. They must not begin work until the supervisor has been instructed that they may do so by the Forester, except that in an emergency, such as fire, they may be employed without such instructions, if immediate report of such action is made.

Temporary laborers, except in case of fire, will be paid direct from Washington upon Form A vouchers.

LEAVES OF ABSENCE

LEAVE WITH PAY.

REGULATION 77. Leave with pay not to exceed fifteen days in one calendar year may be allowed all officers of the Forest Service on an annual rate of compensation and permanently stationed outside the District of Columbia. Laborers serving on a daily or monthly rate can not be given leave with pay. (Appendix, p. 152.)

Officers whose service is continuous may receive the full fifteen days' leave of absence at any time during the year, provided it is still due them and they have been in the service twelve months. At any time during their first twelve months' employment they are entitled only to the leave which has accrued, at the rate of one and one-fourth days a month.

Officers whose service is periodical, including forest guards and rangers employed only during the summer, are entitled at any time only to leave which has accrued during their service in the current year.

Sundays and legal holidays are not charged against leave when included in the period of absence from duty. Thus, but two days' leave is required to cover Saturday, Sunday, and Monday.

When it will not be detrimental to the interests of their reserves, supervisors may grant their subordinates leave under the above regulations, in every case attaching a report thereof upon Form 647 to the pay voucher of the officer for the month in which the leave is taken. No subordinate officer may take leave without permission from the supervisor. No supervisor may take leave without instructions from the Forester.

SICK LEAVE.

REGULATION 78. Fifteen days' sick leave with pay may be granted to forest officers appointed by the Secretary if they are ill and unable to perform their official duties.

Sick leave may be granted by the supervisor at any time during the year, but not to exceed a total of fifteen days in any one calendar year. It should be reported in the same manner as annual leave on Form 647.

INSURANCE.

To facilitate securing insurance at the lowest possible rate a mutual benefit association has been formed of employees of the Forest Service, the Geological Survey, and the Reclamation Service. This is solely for the purpose of giving employees health, accident, and life insurance at cost and preventing unnecessary burdens falling upon the associates of sick or disabled men. Information concerning membership in this association can be obtained from the supervisor.

LEAVE WITHOUT PAY.

Supervisors may grant leave without pay when urgent private business, family sickness, or an absolute necessity requires absence from duty, but in no case for more than thirty days. Leave without pay may be granted without reference to the period of prior service, but report thereof must be attached to the pay voucher, on Form 647, as in the case of leave with pay.

ABSENCE CONNECTED WITH DUTY.

The absence of a forest officer from his district or from the reserve, absolutely required to obtain supplies, horseshoeing, mail, or for other purposes necessary to the performance of his duty, such as fire fighting, may be considered actual service and does not require leave. Such absence must not be longer than is actually necessary. Where it is practicable for an officer to obtain all facilities within his district he will be allowed no absence for this purpose. Supervisors are required to be familiar with the situation in each case and to approve only necessary absence.

When a forest officer is legally required to attend as juror or witness he may leave the reserve without loss of pay, after obtaining the supervisor's permission.

Supervisors need not obtain permission in such cases, but should report such absence on Form 647 at the end of the month.

RECORDS, REPORTS, AND CORRESPONDENCE**RANGERS' RECORDS AND REPORTS.**

All rangers and guards, in addition to recording the necessary information and reports upon the regular blanks forms for free use, timber sales, supervision of cutting, fire, etc., are required to keep a diary, in the notebook furnished for the purpose, of the reserve work or reserve business upon which they have been engaged each day. In filling out this diary, which becomes a service report to be sent to the supervisor

on the last day of each month, accompanied by a signed salary voucher, what was done each day will be stated briefly but comprehensively. If patrol was performed the exact country ridden over and the miscellaneous work done should be stated; also whether any fires were discovered or extinguished. If scaling was done the sale and the amount scaled should be designated. The names of people with whom reserve business was transacted and the nature of the business should be given. It is not necessary to give the number of miles traveled. Above all things a perfunctory, cut-and-dried report should be avoided. Willful omission or falsification of service reports is cause for dismissal from the Service. Temporary assistants will be reported for by the ranger to whose district they are assigned.

The following is a sample of a ranger's diary correctly made out:

August 10, 1906.—Rode up Copper Creek Trail to Frog Pond Basin. Trail washed half mile below forks. S. J. Smith's cattle off their range. Drove them back over ridge. Scaled 5,345 feet bug-killed pine on J. R. Hurst's sale. Took application for agricultural lease in basin from Jack Wade. Issued F. U. permit to Mrs. Grant for 5 cords dead fir from ridge back of her place. Fixed trail on return to camp. No fires. Wrote supervisor about Smith's cattle.

Started work 7.45 a. m. Quit work 6.15 p. m.

SUPERVISORS' REPORTS.

Supervisors' reports should be as concise as possible, but must give full information. Special attention should be given to recommendations.

1. GRAZING.

Annual reports upon grazing business and condition of the range, to be mailed within thirty days after the close of the grazing season, covering the following points:

A. GENERAL RANGE CONDITIONS.

A general statement of amount of rainfall and forage as compared with other years. The condition of the range at the close of the season, and whether or not any portion of it is being injured by overgrazing.

The condition of the stock at the time of entering and leaving the reserve.

The market conditions in reference to the sale of stock during the season.

Matters of general interest concerning the welfare of stock grazing upon the reserve. (Poison, predatory animals, etc.)

B. RANGE DIVISIONS.

Changes desired in the division of the range into general grazing districts.

The division of districts between different classes of stock or its owners.

The closing of areas against sheep, goats, cattle, or horses, for the protection of watersheds or of lands to be reforested.

The construction of drift fences for the purpose of effectively dividing or protecting the range.

The distribution of stock upon the range in reference to changes in the number allowed upon districts or divisions.

The establishment of driveways and restrictions in their use.

C. PERMIT ALLOTMENTS.

Report on the general plan adopted in the approval of grazing applications or recommendations for change.

The necessity of any special rules in reference to the allotment of grazing privileges.

The establishment of protective limits for the benefit of small owners or of maximum limits to prevent range monopoly.

D. LIVE-STOCK ASSOCIATIONS.

The cooperation of associations, through their advisory boards or otherwise, in matters pertaining to range management.

Methods used in settling controversies and adjusting range disputes.

E. GRAZING MAP.

A map showing the range divisions and driveways within the reserve and indicating changes recommended; also showing areas closed or to be closed against grazing any class of stock and areas which have been badly overgrazed.

F. RECOMMENDATIONS.

Increase or decrease in the number of stock to be grazed on the reserve during the coming season.

The distribution of the stock between districts.

The period during which grazing should be allowed in different portions of the reserve and for different classes of stock.

The prices to be charged for grazing each class of stock.

Special rules to meet local conditions.

2. POLICY AND PERSONNEL.

Annual report due in Washington December 1, covering the following points:

Suggested changes in the Use Book.

Brief separate report on each subordinate, with recommendations for reduction or promotion.

Changes in boundaries of the reserve.

Residents in the reserve.

Condition of local sentiment, with recommendations for reserve policy.

3. FIRES.

Annual report due in Washington January 1, covering the following points:

(a) Number of fires of each class—*a*, *b*, and *c*—for each month.

(b) Summary of causes of fires.

(c) Total number of acres burned over.

- (d) Number of acres of merchantable timber burned.
- (e) Total number of feet B. M. destroyed.
- (f) Value of all timber destroyed.
- (g) Cost of fires: For labor (exclusive of rangers); for supplies; total.

In addition to this report a brief history of all large fires should be submitted in a letter to the Forester immediately after each is extinguished.

4. IMPROVEMENT WORK

Annual report due in Washington January 10, covering the following points:

Report on accomplishment of each piece of work planned in Report 6, made the previous March.

Exact cost, inclusive and exclusive of ranger labor, of each piece of work finished.

Outline small-scale map of the reserve showing the location of each permanent improvement.

5. FREE-USE BUSINESS.

Annual statement for calendar year due in Washington January 20, covering the following points:

- (a) Number of permits issued in each ranger district.
- (b) Amount of material used in cords, poles, posts, and house or sawlogs (in thousand board feet) on whole reserve.
- (c) Rate per unit of measure for each class of timber and total value.
- (d) Approximate area cut over under free use permits.
- (e) General statement of the manner in which the business was conducted and recommendations for any improvement.

6. ESTIMATE AND PLAN FOR ENSUING YEAR.

Estimate of administrative expenses and plan of work for the ensuing fiscal year, due in Washington March 15, covering the following points:

- (a) Salaries. Number and grade of men necessary for proper administration and length of service, in months, of each.
- (b) Expenses:
 - (1) Travel—expenses for lodging, subsistence, and transportation.
 - (2) Equipment—tools, instruments, etc., not obtainable by requisition.
 - (3) Communication—materials and labor, other than ranger labor, for the construction and maintenance of roads, trails, bridges, and telephones.
 - (4) Shelter—office rent, and extra labor, and material other than equipment for the construction of cabins, pasture fences, etc.
 - (5) Protection—Extra labor for burning brush, marking timber, herding trespassing stock, and construction and maintenance of fire lines.

TECHNICAL REPORTS.

Monthly report of the forest assistant transmitted through the supervisor on the technical forest business of the reserve.

SUPERVISORS' RECORDS.

Every supervisor is required to record the condition and business of his reserve under the following heads. These records furnish the basis for his reports.

- (1) Ranger service. (Card record.)
- (2) Free use of timber. (File of duplicate permits.)
- (3) Sale of timber. (Card record.)
- (4) Forest mapping and estimating. (File of rangers' correspondence and maps.)
- (5) Grazing. (Card record.)
- (6) Claims and patents. (Data from local land office.)
- (7) Privileges. (Card record.)
- (8) Rights of way. (Card record.)
- (9) Fires. (Rangers' monthly reports.)
- (10) Trespass. (Card record.)
- (11) Miscellaneous work. (File of rangers' service reports.)
- (12) Accounts. (Supervisor's books.)

Every supervisor is required to keep a diary, in which he will record for each day of service his work and movements and the progress and notable happenings of his reserve. This constitutes the supervisor's service report, which will be examined and signed by each forest inspector visiting the reserve.

MAPS OF RESERVES.

It is essential that the supervisor's office be equipped with accurate large-scale reserve maps, both for the information of reserve users and for the supervisor's records. As far as possible black and white photographic prints or lithographic prints, United States Geological Survey topographic sheets, and Land Office plats will be furnished from the Washington office on request. As fast as maps are supplied they should be used to record much of the detail of progress of timber sales and other reserve business.

1. TIMBER-SALE MAPS.

As rapidly as the data can be obtained, a tracing on a scale of an inch to the mile will be made in Washington for each of the reserves, beginning with those sections on which important timber sales are in progress or anticipated. These will show topography, drainage, improvements, and surveys. On duplicate prints of these tracings timber, alienated land, and boundaries of all timber sales on record in the Washington office will be shown. One copy will be retained in this office and the other sent to the supervisor accompanied by extra blank prints.

One of these blank prints, which becomes a correction print, will be returned to Washington at the end of three months, or sooner if called for. It is intended that the supervisor, through the help of his forest assistant, if one is assigned to his reserve, will keep his map strictly up to date and send correction prints whenever necessary to correct the map on file in Washington. This correction map should show as accurately as possible the additions to the colored map in distribution of the forest, location of timber sales, timber

trespasses, and timber settlements, patented land, valid claims, and the location of all permanent improvements or means of transportation connected with logging, such as roads, sawmills, dams, flumes, or chutes. The outline of natural lumbering divisions, which in most cases will follow divides, and the boundaries of each timber sale should be clearly shown. Supervisors should bear in mind that all data furnished by any forest officer, including that on map sheets, will not only be of great value in the Washington office, but will tend to simplify the administration of their own reserves.

2. GRAZING AND ADMINISTRATIVE MAPS.

When the large scale prints mentioned above are furnished to the forest officers they will be accompanied by reduced prints on a scale of one-half inch to the mile. The map accompanying the annual grazing report (p. 130) should be made on a copy of this small scale map showing in one color the boundaries and numbers of the grazing districts and, in case they do not coincide, in another color the boundaries and numbers of the ranger districts. In every possible case, however, they should coincide.

3. MAPS FOR FIELD USE.

Most of the forest reserves created since January 1, 1904, were examined and mapped by the Forest Service. These maps were made in duplicate on a scale of one-half inch to the mile, one showing the classification of lands and the other the patented and entered claims. These type and title maps, as they are called, will be furnished to every supervisor and as rapidly as possible to every ranger. Blank prints are available now for distribution among the reserve officers and the supervisor will be held responsible that his rangers are furnished with adequate maps of their districts.

In addition, small diagrams on a scale of an inch and a half to the township are now made as part of the proclamation creating the reserve. These may be had by any forest officer on application to the Forester.

CORRESPONDENCE.

To facilitate filing, every letter or report from a forest officer should contain but one subject. Every application, sale, privilege, trespass, or other transaction identified by an individual name or number, must be treated separately.

Never write a letter of transmittal in forwarding any document, unless some special statement about it is needed. Indorse the document "Respectfully forwarded to (give initial)," add your recommendation, if any is required, sign, and mail, addressing only "The Forester, Forest Service, Washington, D. C."

To maintain the standard of correspondence of the Forest Service, the following instructions will be carefully observed.

Use direct, clear-cut language. Avoid unwieldy words where shorter, simpler ones will express the idea equally well. Be concise, but courteous. Avoid laborious statements, the essence of which might well be expressed in half the space.

Very few letters need be longer than one page.

Never use the substance of the letter received as a preamble to the reply. Unless the incoming letter has already been acknowledged and further reference to it is necessary its subject should not be indicated.

For acknowledgments or replies, the first sentence should always refer to the initial in the upper left-hand corner of the letter answered, and its date; for example: "In reply to your letter (M) of March 30:"

followed by a colon and a new paragraph.

Except on printed forms, writing must be on one side of the sheet only.

All rangers' correspondence and reports must be in ink or indelible pencil.

Supervisors will conduct all their correspondence in typewriting, except when away from their offices. Machines will be furnished upon requisition.

Letters and reports of subordinates transmitted by a supervisor to the Forester must be originals, not copies made by the supervisor. The supervisor will keep copies

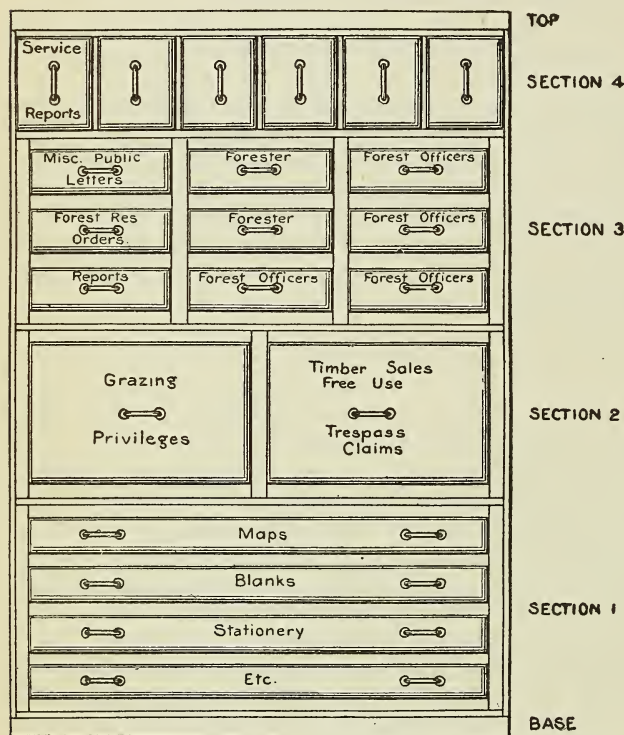


FIG. 2.—Arrangement of filing case, and use of different sections.

when needed for his own records, or, when necessary, request the return of the originals.

Rangers will report only to the supervisor or to officers whom he may designate. They will correspond with the Forester only upon personal matters or to make complaints.

All supervisors will register their telegraphic addresses at the nearest telegraph office. In large towns this should be done with both the Western Union and the Postal Telegraph companies. This address, as it counts as part of the message, should consist only of the last name of the supervisor, his headquarters town, and the State or Territory. For example: "Breen, Flagstaff, Arizona." Whenever this is done the Forester should be notified by mail of the address registered. In communicating with the Washington office by wire address only "Forester, Washington, D. C.," and sign the last name only. Whenever a supervisor leaves his headquarters he should notify his telegraph office of the place where he can be reached by mail when not in direct telegraphic communication. Supervisors need

not hesitate to use the wire when important matters demanding quick action arise, but they must make all telegrams as brief and condensed as possible.

FILING.

Press copying will be discontinued. A carbon copy will be made of every letter written in the supervisor's office and attached to the letter to which it replies by a metal fastener, and the two should always be filed together.

The standard filing case (see fig. 2) for reserve headquarters will consist of three units with top and base. These units will be designated sections 1, 2, and 3. Up to the present time a fourth unit has been supplied to forest reserve headquarters. This unit, which will be designated as section 4, no longer constitutes a part of the standard filing case. Section 1 consists of a 4-drawer map (33" by 14½" by 25") unit. Section 2 consists of a 2-drawer vertical (33" by 11⅞" by 17") unit. Section 3 consists of a 9-drawer correspondence (33" by 14⅞" by 17") unit. Section 4 consists of a 6-drawer document unit. Additional units (except section 4) will be furnished, when required, on requisition to the Forester.

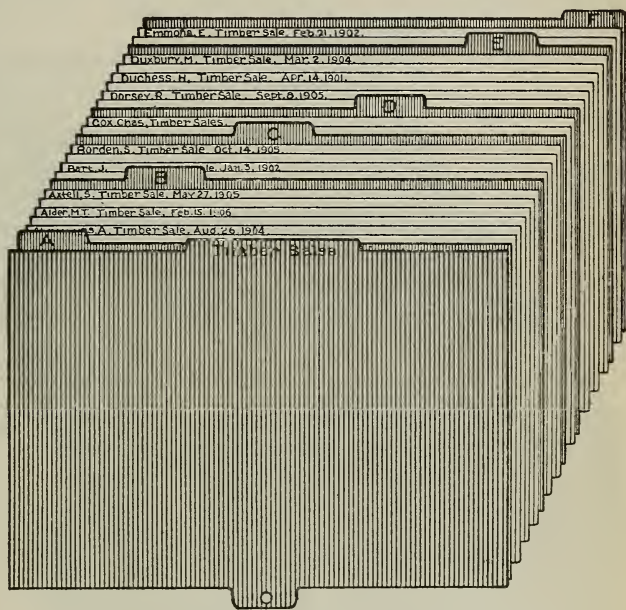


FIG. 3.—Use of folders in section—Transactions designated.

USE OF FILING CASES.

Section 1 will be used for keeping maps, printed blanks, stationery, etc.

Section 2 will be used for filing documents, correspondence, and other papers relating to designated transactions. Subject guides with printed headings as follows will be used: "Timber sales," "Timber settlements," "Free use," "Privileges," "Claims," "Trespass," "Grazing—cattle and horses," "Grazing—sheep and goats." Behind each subject guide will be filed the papers relating to the transactions under that subject. The papers relating to a particular transaction will be kept in a folder, upon the upper left-hand margin of which will be written the proper designation of the transaction. Folders containing papers relating to any subject except grazing will be arranged alphabetically by the name of applicant, trespasser, claimant, or mine, as the case may be. Folders containing papers

relating to grazing will be arranged numerically by the number of application. When warranted by the number of folders under any subject, except grazing, alphabetical (A to Z) guides may be used. When warranted by the number of folders under grazing, guides with blank tabs may be used to indicate the relative positions of the numbers on the folders. Figs. 3 and 4 show the manner in which these alphabetical and numerical guides may be used.

Section 3 will be used for filing correspondence, reports, and forest-reserve orders. One drawer will be used for miscellaneous correspondence with the public. This drawer will be supplied with an alphabetical (A to Z) index. Letters relating to a designated transaction do not fall under this head and will be filed in section 2 in the folder containing all papers in the case. One drawer will be used for

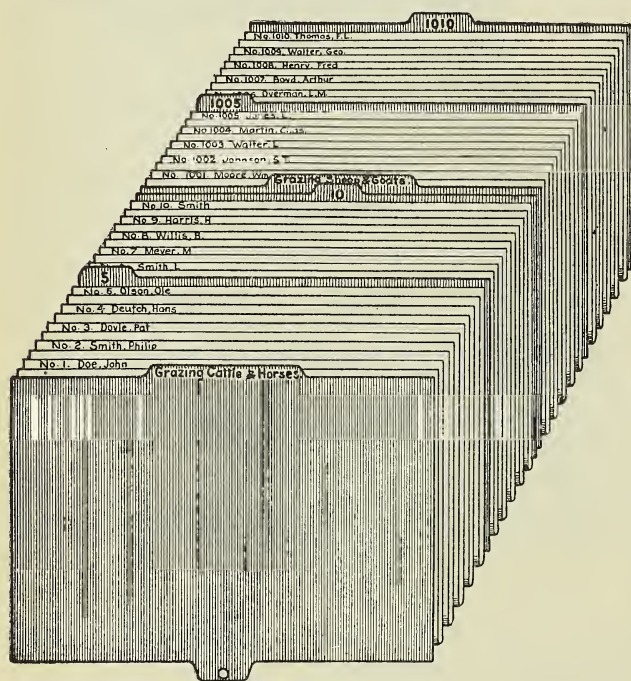


FIG. 4.—Use of folders in section 2—Grazing cases numbered.

filing forest-reserve orders and one for reports of rangers other than of service and not relating to a particular designated case and for copies of special reports to the Forester; no indexes will be furnished for these drawers. Two of the six remaining drawers will be used for filing letters from the Office of the Forester relating to administrative subjects and not to particular designated cases; the other four will be used for filing correspondence with

rangers and other forest officers with whom the supervisor carries on a regular correspondence. These six drawers will be supplied with special indexes containing twelve blank guides each, upon the tabs of which should be written the subject into which the business of the reserve is divided and the names of the forest officers. (See fig. 5.)

Section 4: Since all correspondence and printed forms will be filed open and flat, this section will be used, where already furnished, for filing rangers' service reports only, and will not be furnished in the future. When section 4 is not included in the filing case, the rangers' service reports will be filed in one of the drawers in the correspondence unit, section 3.

CARD-RECORD CASE.

The supervisors' filing case (section 2) is supplemented by the 2-drawer (4" by 6") card-record case. In this the card records will be kept. Subject guide cards with the following printed headings

will be used: "Personnel," "Timber sales," "Timber settlements," "Free use," "Privileges," "Claims," "Trespass," "Grazing—cattle and horses," and "Grazing—sheep and goats." All record cards will be filed alphabetically behind their respective subject guide cards. When warranted by the number of cards under any subject, alphabetical (A to Z) guide cards may be used.

TRANSFER CASES.

The 2-drawer vertical unit (section 2) will be supplemented by cardboard transfer cases, which will be without indexes. They will be numbered consecutively in series as used. When a sale, privilege, or other transaction is officially closed, the folder containing all the papers will be removed from the file and placed in the last numbered transfer case. Each transfer case will hold from four to ten folders, according to the number of papers and letters involved, and the order in which the folders are filed is immaterial, since it will be comparatively easy among so few to find a particular folder if its designation is known. As an index to the closed and transferred cases, the _____, Tr. No. _____" will be placed along the top margin of the record card with a rubber stamp. To this will be added in writing the date the folder is transferred and the number of the transfer case. The card record will not be transferred, but will retain its proper place in the card-record drawer.

The drawers for filing correspondence and reports (section 3) will be supplemented by cardboard transfer cases. These will be furnished with indexes identical with those in the drawers. When a correspondence drawer becomes so full as to be inconvenient for handling, the entire contents, including the index, will, by means of the metal attachment, be removed bodily from the drawer and placed in a transfer case, from which the empty index has first been removed in a similar manner. The empty index will be inserted in the drawer, which will then be ready for continued use. These transfer cases will also be numbered consecutively in a separate series. The number on the case to which the correspondence is transferred, with the

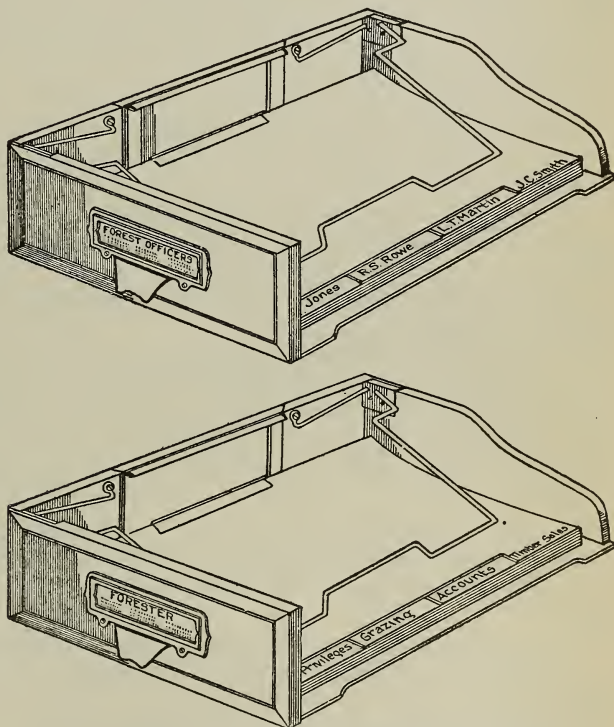


FIG. 5.—Filing drawers for correspondence in section 3.

opening and closing dates of the period covered by the correspondence, will be entered in the blank pasted on the bottom of the drawer.

The guide cards, folders, transfer cases, and rubber stamp required to carry out these instructions will be furnished on requisition to the Forester.

SYSTEM OF IDENTIFYING TRANSACTIONS.

Forest reserve transactions, to facilitate their identification and the filing of records, will be divided into the following subjects: Timber sales, free use, privileges, claims, trespass, and grazing.

For the complete identification of each particular transaction under these subjects the following system of designations will be used in filling in printed forms and card records, referring to the particular transaction in letters, and labeling document folders for section 2 of the supervisors' filing cases.

Under timber sales.—By name of applicant, subject, date of application, and name of reserve. Thus:

"John Jones, timber sale, February 15, 1906, Shawnee Forest Reserve."

Under timber settlements.—By the name of the applicant, subject, kind of privilege, date of application, and name of forest reserve. Thus:

"John Jones, timber settlement, reservoir, February 15, 1906, Shawnee Forest Reserve."

"John Jones, timber settlement, reservoir (Interior), February 15, 1906, Shawnee Forest Reserve."

Under free use.—By name of applicant, subject, date of application, and name of reserve. Thus:

"John Jones, free use, February 15, 1906, Shawnee Forest Reserve."

Under privileges.—By name of applicant, name of the privilege, date of application, and name of reserve. Thus:

"John Jones, sawmill, February 15, 1906, Shawnee Forest Reserve."

"John Jones, apiary, February 15, 1906, Shawnee Forest Reserve."

"John Jones, trapper's cabin, February 15, 1906, Shawnee Forest Reserve."

"John Jones, agricultural, February 15, 1906, Shawnee Forest Reserve."

"John Jones, reservoir, February 15, 1906, Shawnee Forest Reserve."

"John Jones, aerial tramway, February 15, 1906, Shawnee Forest Reserve."

"Great Northern Lumber Company, railway, February 15, 1906, Shawnee Forest Reserve."

"John Jones, electric power line, February 15, 1906, Shawnee Forest Reserve."

The name of any other privilege applied for will be used instead of those given above.

In designating privileges granted by the Secretary of the Interior the word "Interior" will be inserted in parentheses after the name of the privilege. Thus:

"John Jones, reservoir (Interior), February 15, 1906, Shawnee Forest Reserve."

On the folder and record card (Form 619) the word "Interior" will be written in the upper right-hand corner.

Under trespass.—By name of trespasser, kind of trespass, date of "report of trespass," and name of reserve. Thus:

"John Jones, timber trespass, February 15, 1906, Shawnee Forest Reserve."

"John Jones, privilege trespass, February 15, 1906, Shawnee Forest Reserve."

"John Jones, grazing trespass, February 15, 1906, Shawnee Forest Reserve."

Any trespass other than timber and grazing will be designated as a "privilege trespass."

Under claims.—By name of claimant or mine, kind of claim, and name of reserve. Thus:

"John Jones, homestead settlement, Garfield land district, Shawnee Forest Reserve."

"John Jones, homestead entry 35412, final certificate 7896, Garfield land district, Shawnee Forest Reserve."

"John Jones, desert-land entry 53124, final certificate 9867, Garfield land district, Shawnee Forest Reserve."

"John Jones, timber and stone, sworn statement 14352, entry 8697, Garfield land district, Shawnee Forest Reserve."

"John Jones, forest reserve lieu selection 41345, Garfield land district, Shawnee Forest Reserve."

"John Jones, soldiers' additional application, final certificate 8769, Garfield land district, Shawnee Forest Reserve."

"John Jones, coal declaratory statement 34125, entry 25143, Garfield land district, Shawnee Forest Reserve."

"Kitty B. placer claim, John Jones, mineral location, Garfield land district, Shawnee Forest Reserve."

"Kitty B. placer claim, John Jones, mineral application 324, mineral entry 452, Garfield land district, Shawnee Forest Reserve."

"Golden Gate lode claim, John Jones, mineral location, Garfield land district, Shawnee Forest Reserve."

"Golden Gate lode claim, John Jones, mineral application 324, mineral entry 254, Garfield land district, Shawnee Forest Reserve."

Forest officers will designate claims according to their status at the time of investigation or report, and always use the proper land office numbers when known. They will complete the record on cards and folders from time to time as such numbers become known. Land office abbreviations may be used.

Under grazing.—By name of applicant, subject, number of application, and name of reserve. Thus:

"John Jones, grazing No. 10, Shawnee Forest Reserve."

In reserves where both cattle and horses and sheep and goats are allowed, the cattle and horse applications will begin each season with No. 1, and the sheep and goat applications with a number, such as 301, 501, 1001, etc., which is certain to be above the highest number given any cattle and horse grazing application for the same reserve. Each permit will be given the same number as the application on which it is based.

Serial numbering is discontinued, except in grazing.

THE FOREST SERVICE UPON FOREST RESERVES

ORGANIZATION.

The permanent field force of the forest reserves now contains the grades of forest inspector, assistant forest inspector, forest supervisor, deputy forest supervisor, forest assistant, forest ranger, deputy forest ranger, assistant forest ranger, and forest guard.

Except in the cases of forest inspector, assistant forest inspector, and forest assistant, whose compensation will depend on varying circumstances, pay will be fixed as follows, as fast as the necessary funds are available and the promotions earned:

	Per year.
Forest supervisor.....	\$1, 800 to \$2, 500
Deputy forest supervisor.....	1, 500 to 1, 700
Forest ranger.....	1, 200 to 1, 400
Deputy forest ranger.....	1, 000 to 1, 100
Assistant forest ranger.....	800 to 900
Forest guard.....	600 to 720

EXAMINATIONS.

In accordance with the law requiring the selection of rangers and supervisors, when practicable, from the States and Territories in which they are to be employed (Appendix, p. 150), and the President's order placing them under the civil-service rules, regular examinations for these positions are held as required in each State and Territory in which forest reserves are situated.

Examination for the position of forest ranger is along thoroughly practical lines and is supplemented by a field test to determine the applicant's fitness to do the actual work on the reserve. The Civil Service Commission appoints forest officers to conduct these examinations. Those for the position of forest supervisor are held by the regular civil-service examiners and only at large towns.

REGULATION 79. Only legal residents between the ages of 21 and 40 are eligible for the ranger or supervisor examinations. This qualification will not be waived under any circumstances.

Applicants are examined as to fitness for positions in the State or Territory of which they are legal residents. Only when examinations fail to secure thoroughly qualified men are vacancies filled by the examination of applicants from other States.

The restriction as to residence is not imposed upon applicants for the forest assistant examination, for which the age limit is 20 to 40 years.

Information as to the times and places at which examinations will be held and the steps necessary to secure admission may be obtained only from the United States Civil Service Commission, Washington, D. C.

GENERAL QUALIFICATIONS AND DUTIES.

FOREST INSPECTORS.

Forest inspectors are appointed only from those who by their qualifications, training, and experience have gained great familiarity with reserve problems and unusual efficiency in the conduct of reserve business.

The inspector advises with all forest officers and has free access to all official books, reports, or other records. He may call upon any supervisor for all necessary assistance, but he has no authority to give orders to any supervisor or to any ranger, unless that ranger has been detailed by his superior to assist the inspector.

His duties are to inspect the reserves in his district, see and report on existing conditions, and recommend changes for the better in both the business and technical management, and in personnel. He also assists the local officers, by suggestion and advice, in all reserve matters.

SUPERVISORS.

For the purpose of encouraging good men to enter the service and do good work, as well as to utilize their experience, appointments to the position of forest supervisor are made by the promotion of competent forest rangers or forest assistants, when they can be found in the State or Territory in which the vacancies exist. Should there be no thoroughly satisfactory resident forest rangers or forest assistants, examinations of other applicants are held.

The qualifications for the position of supervisor include all those required of rangers, as hereafter outlined, with superior technical, business, and administrative ability. Applicants should not only be familiar with every detail of the work of the rangers and with the conditions of the forest region involved, but should be able to handle men, to deal with all classes of persons who do business with the forest reserve management, and to conduct the transactions and correspondence of the office. Knowledge of technical forestry is most desirable, but not always essential. Candi-

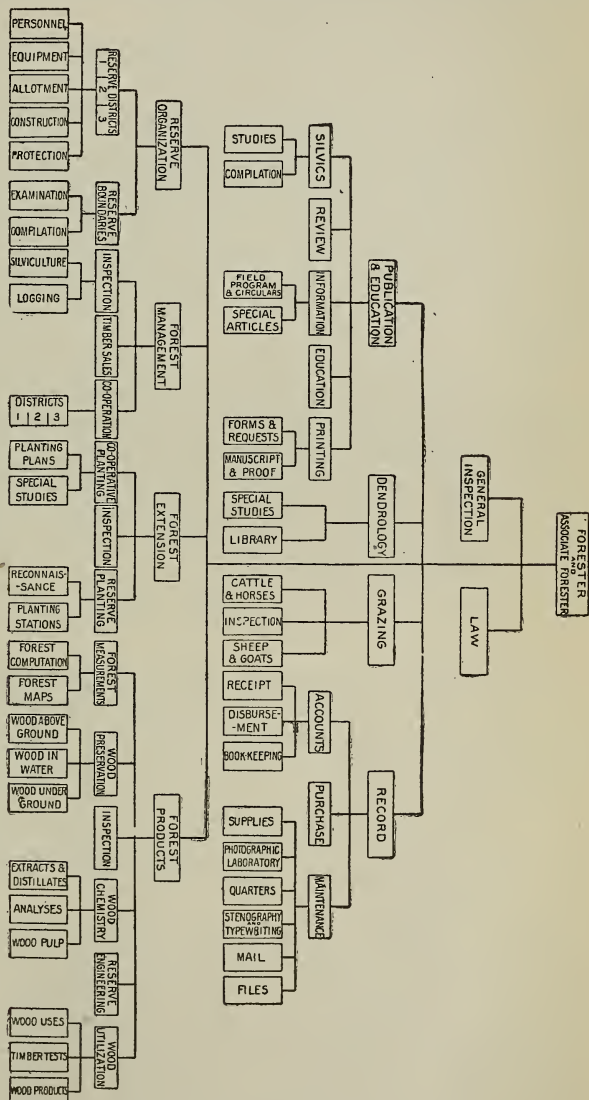


FIG. 6.—Organization of the Forest Service.

do not only be familiar with every detail of the work of the rangers and with the conditions of the forest region involved, but should be able to handle men, to deal with all classes of persons who do business with the forest reserve management, and to conduct the transactions and correspondence of the office. Knowledge of technical forestry is most desirable, but not always essential. Candi-

dates for the position of supervisor are required to furnish the most convincing proof of their moral and business responsibility.

While certain general qualifications are required in every case, special fitness for employment in a special region is always considered. In many heavily forested regions knowledge of timber and lumbering is more important than familiarity with the live-stock business, while the opposite is true in several reserves where grazing problems are numerous and little timber is sold.

Supervisors must give their entire time to the service. They have full charge of their reserves, plan and direct all work, have entire disposition of rangers and other assistants, and are responsible for the efficiency of the local service. Under instructions from the Forester, supervisors deal with the public in all business connected with the sale of timber, the control of grazing, the issuing of permits, and the application of other regulations for the use and occupancy of forest reserves. They keep the records and accounts, and conduct the correspondence and general office business of their reserves, and make reports to the Forester on all matters under their jurisdiction.

Supervisors have authority to suspend or recommend the discharge of any subordinate employee, and also to recommend such changes in the field force as the good of the service may demand.

Each supervisor is required to keep at his own expense one or more horses, to be used under saddle or to vehicle, for his transportation in the reserve, and is allowed actual and necessary traveling expenses only when the urgency of the case requires some other means of transportation.

FOREST ASSISTANTS.

The position of forest assistant requires technical qualifications of high order, and entails an examination which no man may reasonably expect to pass unless he has been thoroughly trained in forestry and lumbering. Forest assistants may be assigned to any part of the United States, and must be competent to handle technical lines of work, such as the preparation of working plans and planting plans, the investigation of the silvics and uses of commercial trees, the study of wood preservation, and many other investigations requiring a trained forester.

When assigned to a forest reserve a forest assistant is placed directly under the supervisor, from whom he receives his orders and to whom he reports. If he has occasion to correspond with the Forester, he does so through the supervisor. He acts as technical assistant to the supervisor in all matters connected with the mapping, estimating, and disposal of timber, or other technical work. He should be detailed by the supervisor to general administrative business only when his technical services are not required.

Forest assistants are required to own and keep horses when necessary.

Supervisors having forest assistants will avail themselves fully and freely of the technical information thus placed at their disposal and are held responsible for so doing. Their services will be used in connection with the examination and reports on all applications for the purchase of timber and wood, and whenever practicable they

will prepare the terms of the agreement and conduct the marking. They will assume general supervision, under the supervisor, of all lumbering operations. When not occupied with timber-sale cases their services may be used in mapping, estimating, and the preparation of working plans for reserve timber.

When the occasion arises the supervisor will delegate such authority over rangers to his technical assistant as is necessary to enable him to carry out his work.

RANGERS.

To be eligible as ranger of any grade the applicant must be, first of all, thoroughly sound and able-bodied, capable of enduring hardships and of performing severe labor under trying conditions. Invalids seeking light out-of-door employment need not apply. No one may expect to pass the examination who is not already able to take care of himself and his horses in regions remote from settlement and supplies. He must be able to build trails and cabins, shoot, ride, pack, and deal tactfully with all classes of people. He must know something of land surveying, estimating and scaling timber, logging, land laws, mining, and the live-stock business.

On some reserves the ranger must be a specialist in one or more of these lines of work. Thorough familiarity with the region in which he seeks employment, including its geography and its forest and industrial conditions, is usually demanded, although lack of this may be supplied by experience in other similar regions.

The examination of applicants is along the practical lines indicated above, and actual demonstration, by performance, is required. Experience, not book education, is sought, although ability to make simple maps and write intelligent reports upon ordinary reserve business is essential.

For duty in Arizona and New Mexico the ranger must know enough Spanish to conduct reserve business with Mexicans.

Where boats, saddle horses, or pack horses are necessary in the performance of their duty, rangers are required to own and maintain them.

The Forest Service furnishes no personal or horse equipment.

The entire time of rangers must be given to the service. Engagement in any other occupation or employment is not permitted.

Rangers execute the work of the forest reserves under the direction of the supervisor. Their duties include patrol to prevent fire and trespass, estimating, surveying and marking timber, the supervision of cuttings, and other similar work. They issue minor permits, build cabins and trails, enforce grazing restrictions, investigate claims, report on applications, and arrest for violation of reserve laws and regulations.

Forest rangers may act as assistants to the supervisors. They have authority over deputy and assistant rangers and forest guards. They may be given charge of the field work of any portion of a reserve to which the supervisor is unable to give adequate personal supervision or of the whole reserve during periods when press of office work prevents the supervisor from taking the field.

When the absence of the supervisor requires some one in charge of his office, this duty falls on the forest ranger; although if there are more than one, or if there is a forest assistant attached to the

reserve, the supervisor may detail whichever of these he thinks best, unless otherwise instructed by the Forester. No ranger is authorized to hire assistance himself except in cases of fire.

Deputy rangers and assistant rangers have charge of definite districts, to which they are assigned by the supervisor. They supervise forest guards stationed within their districts, and may also be given temporary laborers when necessary.

It is the policy to fill vacancies by promotion when competent men can be found, rather than by appointment of men without forest-reserve experience, although otherwise well fitted.

REGULATION 80. Hereafter the promotion of forest officers on the reserves will be considered only once a year, and all promotions for the year will be made on January 1, except in cases where transfer or assignment entails greatly increased living expenses.

Recommendations for the promotion of their rangers received from supervisors before December 1 will be placed on file and not considered until that date.

ANNUAL RANGER MEETINGS.

In order to give the rangers the benefit of each other's experience, to keep them in touch with the entire work of the reserve, and to promote esprit de corps in the service, a general meeting of the entire force on each reserve should be held annually. The time and place of the meeting will be left to the discretion of the supervisor, who may combine with the supervisors of adjacent reserves. It is suggested that such meetings be held during the winter or in the spring shortly before the beginning of the fire season.

The supervisor should give a brief statement of the affairs of the reserve, an outline of the work accomplished in the past year, and of plans for the future, the idea being to give the rangers some knowledge of what is going on outside their immediate districts. He should especially invite discussion and suggestions. Any doubtful points on which a ranger desires information should be brought up and thoroughly discussed. Informal talks should be given by the forest assistant on technical problems, such as mapping and timber estimating, and instructions in the different systems of marking and in silvics should be supplemented by actual demonstration in the woods. Such topics as trail and bridge building, fire fighting, and brush burning should be thoroughly discussed and the rangers encouraged to give each other the advantage of their individual experience. The necessary transportation charges may be authorized on application to the Forester.

FOREST GUARDS.

In addition to the permanent classified force upon the reserves, forest guards receiving \$60 or less a month are employed under the following circumstances:

(a) When it is impossible to secure a permanent force of classified rangers for a reserve because there is no list, or an insufficient list, of eligibles qualified by examination and certification by the Civil Service Commission.

(b) When a reserve already has a permanent classified force, but requires for not over six months the services of additional men to perform the ordinary patrol and protective work of rangers.

Forest guards have the powers and duties of assistant forest rangers.

Where there is an eligible list of rangers who have not been appointed because of lack of vacancies in permanent positions, guards must be appointed from this list. Guards so appointed may be promoted to the position of ranger, should vacancies occur, at any time within one year from the date of notification that they have passed.

Where no eligible list exists forest guards may be appointed without examination, and may serve until a list is established through examination. Application for the position should be made to the supervisor, who will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is satisfied. Guards so appointed may serve until there is a list of eligibles for the position of ranger. If they pass this examination, they may continue to serve as guards or be appointed rangers; if not, their appointments will be terminated, unless the eligible list is still insufficient to provide both rangers and guards.

Forest guards are required to own and keep horses when necessary.

In recommending the appointment of forest guards, supervisors will state the full names of the men desired, the date at which they are to begin work, and the necessity for their services. They should fully inform all applicants of the conditions under which they will serve. Guards must not begin work until the supervisor has been informed of the date on which their appointment takes effect.

Delay in payment of salary accounts is inevitable if the signature of the payee on the voucher is not identical with the payee's name as it appears in his appointment. Supervisors should prevent this by securing the written signature of each person to be appointed forest ranger or forest guard, and forwarding it to the forester with the recommendation for his appointment. If it is necessary to make the recommendation by telegraph, mail the written signature when the telegram is sent.

Under certain circumstances temporary assistants may be employed directly by the supervisor (p. 127).

FOREST OFFICERS' RIGHT TO ENTER LAND.

Officers of the Forest Service are prohibited from entering, or becoming interested in, directly or indirectly, any of the public lands of the United States, with this exception: A forest officer may exercise his right under the town-site, homestead, or desert-land laws if he intends to make the claim his actual and permanent home. By so doing he takes his own risk of being compelled to choose between the claim and his position, should his duties make it impossible for him to comply with the residence and improvement requirements. Forest officers must not make application for the examination and listing of lands under the act of June 11, 1906. (Appendix, p. 160.)

SURVEYS WITHIN FOREST RESERVES

The act of March 3, 1899, makes the surveying of forest-reserve lands identical in all but the establishment of boundaries with that of the public domain. Where survey to permit the patenting of valid claims is desired, application should be made to surveyors-general, and action thereon will be governed by the usual considerations.

(For special surveys allowed in the forest reserves, see Appendix, p. 160.)

CREATION OF FOREST RESERVES—ADDITIONS AND ELIMINATIONS

It is usually by Presidential proclamation that forest reserves are created, revoked, or modified in boundary; although, as a matter of course, Congress may take such action, and has done so in a few cases. (Appendix, pp. 146, 149, 152, 153.)

The boundaries of the earlier reserves were not always carefully drawn. In 1903 the need of better choice of reserve boundaries led to the establishment of a force of trained men devoted exclusively to this work, under a uniform and complete system of field study and report. The results were satisfactory and the system remains in effect. Before any new forest reserve is created, or any change is made in the boundary of an existing reserve, a member of the Forest Service familiar with the work and with western conditions makes a careful investigation, not only of the lands, but also of the interests involved. The claims of all industries and classes of residents are weighed, in order that no injustice may be done.

The region is carefully mapped and described and the boundary of the reserve is drawn to include only suitable reserve land. Possible agricultural areas are always excluded, unless they are small and isolated.

In some cases areas temporarily withdrawn from entry, pending examination, contain land unsuitable for forest reserves, and their withdrawal is viewed with alarm by local residents. It should be remembered that such withdrawals are not final, and that unsuitable portions will be restored to the public domain.

All communications relating to the creation of forest reserves or to changes in their boundaries should be addressed to the Forester, Forest Service, Washington, D. C.

Whenever a supervisor decides that there should be a change in the boundary of his reserve he should report the area recommended for examination by townships and sections if possible, accompanying his report by an outline map. If an addition is recommended, he should state exactly what area, if any, should be withdrawn from settlement pending field examination.

APPENDIX — STATUTES

CREATION AND ADMINISTRATION OF FOREST RESERVES

CREATION

ACT OF MARCH 3, 1891 (26 STAT. L., 1095).

SEC. 24. That the President of the United States may, from time to time, set apart and reserve, in any State or Territory having public land bearing forests, in any part of the public lands wholly or in part covered with timber or undergrowth, whether of commercial value or not, as public reservations, and the President shall, by public proclamation, declare the establishment of such reservations and the limits thereof.

ADMINISTRATION AND MODIFICATION

ACT OF JUNE 4, 1897 (30 STAT. L., 34-36).

* * * * *

All public lands heretofore designated and reserved by the President of the United States under the provisions of the act approved March third, eighteen hundred and ninety-one, the orders for which shall be and remain in full force and effect, unsuspended and unrevoked, and all public lands that may hereafter be set aside and reserved as public forest reserves under said act, shall be, as far as practicable, controlled and administered in accordance with the following provisions:

No public forest reservation shall be established, except to improve and protect the forest within the reservation, or for the purpose of securing favorable conditions of water flows, and to furnish a continuous supply of timber for the use and necessities of citizens of the United States; but it is not the purpose or intent of these provisions, or of the act providing for such reservations, to authorize the inclusion therein of lands more valuable for the mineral therein, or for agricultural purposes, than for forest purposes.

The Secretary of the Interior shall make provisions for the protection against destruction by fire and depredations upon the public forests and forest reservations which may have been set aside or which may be hereafter set aside under the said act of March third, eighteen hundred and ninety-one, and which may be continued; and he may make such rules and regulations and establish such service as will insure the objects of such reservations, namely, to regulate their occupancy and use and to preserve the forests thereon from destruction; and any violation of the provisions of this act or such rules and regulations shall be punished as is provided for in the act of June fourth, eighteen hundred and eighty-eight, amending section fifty-three hundred and eighty-eight of the Revised Statutes of the United States. (See p. 165.)

For the purpose of preserving the living and growing timber and promoting the younger growth on forest reservations, the Secretary of the Interior, under such rules and regulations as he shall prescribe, may cause to be designated and appraised so much of the dead, matured, or large growth of trees found upon such forest reservations as may be compatible with the utilization of the forests thereon, and may sell the same for not less than the appraised value in such quantities to each purchaser as he shall prescribe, to be used in the State or Territory in which such timber reservation may be situated, respectively; but not for export therefrom (but see p. 151).^a

* * * * *

"Before such sale shall take place notice thereof shall be given by the Commissioner of the General Land Office, for not less than thirty days, by publication in one or more newspapers of general circulation, as he may deem necessary, in the State or Territory where such reservation exists: *Provided, however,* That in cases of unusual

^a The stars indicate the omission of the timber sale advertisement provisions of the act of June 4, 1897, as modified by the act of June 6, 1900 (31 Stat. L., 661), and repealed by the agricultural appropriation act for 1907.

emergency the Secretary of the Interior may, in the exercise of his discretion, permit the purchase of timber and cordwood in advance of advertisement of sale at rates of value approved by him and subject to payment of the full amount of the highest bid resulting from the usual advertisement of sale: *Provided further*, That he may, in his discretion, sell without advertisement, in quantities to suit applicants, at a fair appraisement, timber and cordwood not exceeding in value one hundred dollars stumpage: *And provided further*, That in cases in which advertisement is had and no satisfactory bid is received or in cases in which the bidder fails to complete the purchase, the timber may be sold, without further advertisement, at private sale, in the discretion of the Secretary of the Interior, at not less than the appraised valuation, in quantities to suit purchasers,"^a payments for such timber to be made to the receiver of the local land office of the district wherein said timber may be sold, under such rules and regulations as the Secretary of the Interior may prescribe; and the moneys arising therefrom shall be accounted for by the receiver of such land office to the Commissioner of the General Land Office, in a separate account, and shall be covered into the Treasury. Such timber, before being sold, shall be marked and designated, and shall be cut and removed under the supervision of some person appointed for that purpose by the Secretary of the Interior, not interested in the purchase or removal of such timber nor in the employment of the purchaser thereof. Such supervisor shall make report in writing to the Commissioner of the General Land Office and to the receiver in the land office in which such reservation shall be located of his doings in the premises.

The Secretary of the Interior may permit, under regulations to be prescribed by him, the use of timber and stone found upon such reservations, free of charge, by bona fide settlers, miners, residents, and prospectors for minerals, for firewood, fencing, buildings, mining, prospecting, and other domestic purposes, as may be needed by such persons for such purposes; such timber to be used within the State or Territory, respectively, where such reservations may be located.

Nothing herein shall be construed as prohibiting the egress or ingress of actual settlers residing within the boundaries of such reservations, or from crossing the same to and from their property or homes; and such wagon roads and other improvements may be constructed thereon as may be necessary to reach their homes and to utilize their property under such rules and regulations as may be prescribed by the Secretary of the Interior. Nor shall anything herein prohibit any person from entering upon such forest reservations for all proper and lawful purposes, including that of prospecting, locating, and developing the mineral resources thereof: *Provided*, That such persons comply with the rules and regulations covering such forest reservations.^b

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^a The matter in quotation marks is taken bodily from the act of June 6, 1900 (31 Stat. L., 661), and, since the passage of the agricultural appropriation act for 1907, is the timber-sale law for all forest reserves. (Appendix, p. 150.)

^b The stars indicate the omission of the lieu-selection law which was repealed by the act of Mar. 3, 1905 (33 Stat. L., 1264).

The settlers residing within the exterior boundaries of such forest reservations, or in the vicinity thereof, may maintain schools and churches within such reservation, and for that purpose may occupy any part of the said forest reservation, not exceeding two acres for each schoolhouse and one acre for a church.

The jurisdiction, both civil and criminal, over persons within such reservations shall not be affected or changed by reason of the existence of such reservations, except so far as the punishment of offenses against the United States therein is concerned; the intent and meaning of this provision being that the State wherein any such reservation is situated shall not, by reason of the establishment thereof, lose its jurisdiction, nor the inhabitants thereof their rights and privileges as citizens, or be absolved from their duties as citizens of the State.

All waters on such reservations may be used for domestic mining, milling, or irrigation purposes, under the laws of the State wherein such forest reservations are situated, or under the laws of the United States and the rules and regulations established thereunder.

Upon the recommendation of the Secretary of the Interior, with the approval of the President, after sixty days' notice thereof, published in two papers of general circulation in the State or Territory wherein any forest reservation is situated, and near the said reservation, any public lands embraced within the limits of any forest reservation which, after due examination by personal inspection of a competent person appointed for that purpose by the Secretary of the Interior shall be found better adapted for mining or for agricultural purposes than for forest usage, may be restored to the public domain. And any mineral lands in any forest reservation which have been or which may be shown to be such, and subject to entry under the existing mining laws of the United States and the rules and regulations applying thereto, shall continue to be subject to such location and entry, notwithstanding any provisions herein contained.

The President is hereby authorized at any time to modify any Executive order that has been or may hereafter be made establishing any forest reserve, and by such modification may reduce the area or change the boundary lines of such reserve, or may vacate altogether any order creating such reserve.

TRANSFER OF FOREST RESERVES

ACT OF FEBRUARY 1, 1905 (33 STAT. L., 628).

The Secretary of the Department of Agriculture shall, from and after the passage of this act, execute or cause to be executed all laws affecting public lands heretofore or hereafter reserved under the provisions of section twenty-four of the act entitled "An act to repeal the timber-culture laws, and for other purposes," approved March third, eighteen hundred and ninety-one, and acts supplemental to and amendatory thereof, after such lands have been so reserved, excepting such laws as affect the surveying, prospecting, locating, appropriating, entering, relinquishing, reconveying, certifying, or patenting of any of such lands.

SEC. 2. That pulp wood or wood pulp manufactured from timber in the district of Alaska may be exported therefrom.

SEC. 3. That forest supervisors and rangers shall be selected, when practicable, from qualified citizens of the States or Territories in which the said reserves, respectively, are situated.

SEC. 4. That rights of way for the construction and maintenance of dams, reservoirs, water plants, ditches, flumes, pipes, tunnels, and canals within and across the forest reserves of the United States are hereby granted to citizens and corporations of the United States for municipal or mining purposes, and for the purposes of the milling and reduction of ores, during the period of their beneficial use, under such rules and regulations as may be prescribed by the Secretary of the Interior, and subject to the laws of the State or Territory in which said reserves are respectively situated.

SEC. 5. That all money received from the sale of any products or the use of any land or resources of said forest reserves shall be covered into the Treasury of the United States and for a period of five years from the passage of this act shall constitute a special fund available, until expended, as the Secretary of Agriculture may direct, for the protection, administration, improvement, and extension of Federal forest reserves.

NOTE.—The Department of Agriculture and the Department of the Interior have concurred in the opinion that the above law divides the jurisdiction over forest reserves as follows: All grants of rights or privileges within forest reserves, which do not affect the title to the land or cloud the fee, are under the jurisdiction of the Secretary of Agriculture. All grants which dispose of title to or give an easement running with the land are under the jurisdiction of the Secretary of the Interior.

AGRICULTURAL APPROPRIATION

ACT OF JUNE 30, 1906 (— STAT. L., —).

* * * * *

General expenses, Forest Service: To enable the Secretary of Agriculture to experiment and to make and continue investigations and report on forestry, forest reserves, forest fires, and lumbering; to advise the owners of woodlands as to the proper care of the same; to investigate and test American timber and timber trees, and their uses, and methods for the preservative treatment of timber; to seek, through investigations and the planting of native and foreign species, suitable trees for the treeless regions; to erect necessary buildings: *Provided*, That the cost of any building erected shall not exceed one thousand dollars; for all expenses necessary to protect, administer, improve, and extend the national forest reserves, and officials of the Forest Service designated by the Secretary of Agriculture shall, in all ways that are practicable, aid in the enforcement of the laws of the States or Territories with regard to stock, for the prevention and extinguishment of forest fires, and for the protection of fish and game.

That the forest-reserve special fund provided for in section five of the act approved February first, nineteen hundred and five, entitled "An act providing for the transfer of forest reserves from the Department of the Interior to the Department of Agriculture," shall continue until otherwise provided by law; but after June thirtieth, nineteen hundred and eight, it shall not be expended except in accordance

with specific estimates of expenditures to be made from said fund for the succeeding fiscal year, to be submitted by the Secretary of Agriculture with the estimates of appropriation in the annual Book of Estimates.

That ten per centum of all money received from each forest reserve during any fiscal year, including the year ending June thirtieth, nineteen hundred and six, shall be paid at the end thereof by the Secretary of the Treasury to the State or Territory in which said reserve is situated, to be expended as the State or Territorial legislature may prescribe for the benefit of the public schools and public roads of the county or counties in which the forest reserve is situated: *Provided*, That when any forest reserve is in more than one State or Territory or county the distributive share to each from the proceeds of said reserve shall be proportional to its area therein: *And provided further*, That there shall not be paid to any State or Territory for any county an amount equal to more than forty per centum of the total income of such county from all other sources.

For ascertaining the natural conditions upon and for utilizing the national forest reserves; and the Secretary of Agriculture may, in his discretion, permit timber and other forest products cut or removed from the forest reserves of the United States, except the Black Hills Forest Reserve in South Dakota, to be exported from the State, Territory, or the district of Alaska, in which said reserves are respectively situated: *Provided*, That the exportation of dead and insect-infested timber only from said Black Hills Forest Reserve shall be allowed until such time as the Forester shall certify that the ravages of the destructive insects in said reserve are practically checked, but in no case after July first, nineteen hundred and eight; and hereafter sales of timber on forest reserves in the State of California shall in every respect conform to the law governing such sales in other States, as set forth in the act of June sixth, nineteen hundred (Thirty-first Statutes at Large, page six hundred and sixty-one); and hereafter all moneys received as deposits to secure the purchase price on the sale of any products or the use of any land or resources of the forest reserves shall be covered into the Treasury in the manner provided by section five of the act of Congress approved February first, nineteen hundred and five, entitled "An act providing for the transfer of forest reserves from the Department of the Interior to the Department of Agriculture," and the fund created by that act shall be available, as the Secretary of Agriculture may direct, to make refunds to depositors of money heretofore or hereafter deposited by them in excess of amounts actually due to the United States; and hereafter all moneys received as contributions toward cooperative work in forest investigations shall be covered into the Treasury and shall constitute a special fund, which is hereby appropriated and made available until expended, as the Secretary of Agriculture may direct, for the payment of the expenses of said investigations by the Forest Service and for refunds to the contributors of amounts heretofore or hereafter paid in by them in excess of their share of the cost of said investigations; for the employment of fiscal and other agents, clerks, assistants, and other labor required in practical forestry, in the administration of forest reserves, and in conducting experiments and investigations in the city of Washington and elsewhere; and he may dispose of photographic prints (including bromide enlargements), lantern slides, transparencies, blueprints, and forest

maps at cost and ten per centum additional, and condemned property or materials under his charge in the same manner as provided by law for other bureaus; for collating, digesting, reporting, illustrating, and printing the results of such experiments and investigations; and for the purchase of all necessary supplies, apparatus, office fixtures, law books to an amount not exceeding five hundred dollars; for freight, express, telegraph, and telephone charges, electric light and power, fuel, gas, ice, washing towels, and traveling and other necessary expenses. * * * And the employees of the Forest Service outside of the city of Washington may, in the discretion of the Secretary of Agriculture, without additional expense to the Government, be granted leaves of absence not to exceed fifteen days in any one year, which leave may, in exceptional and meritorious cases where such an employee is ill, be extended, in the discretion of the Secretary of Agriculture, not to exceed fifteen days additional in any one year.

TIMBER FOR RECLAMATION SERVICE

ACT OF FEBRUARY 8, 1905 (33 STAT. L., 706).

In carrying out the provisions of the national irrigation law, approved June seventeenth, nineteen hundred and two, and in constructing works thereunder, the Secretary of the Interior is hereby authorized to use and to permit the use by those engaged in the construction of works under said law, under rules and regulations to be prescribed by him, such earth, stone, and timber from the public lands of the United States as may be required in the construction of such works, and the Secretary of Agriculture is hereby authorized to permit the use of earth, stone, and timber from the forest reserves of the United States for the same purpose, under rules and regulations to be prescribed by him.

MINNESOTA NATIONAL FOREST RESERVE

NOTE.—Act of June 27, 1902 (32 Stat. L., 400), provides for the creation of a forest reserve from the ceded Chippewa Indian lands in Minnesota.

YOSEMITE PARK AND SIERRA RESERVE

ACT OF FEBRUARY 7, 1905 (33 STAT. L., 702).

The tracts of lands in the State of California known and described as follows:

* * * * * *

are hereby reserved and withdrawn from settlement, occupancy, or sale under the laws of the United States, and set apart as reserve forest lands, subject to all the provisions of the act of Congress approved October first, eighteen hundred and ninety, entitled "An act to set apart certain tracts of land in the State of California as forest reservation:" *Provided*, That all those tracts or parcels of land described in section one of the said act of October first, eighteen hundred and ninety, and not included within the metes and bounds of the land above described, be, and the same are hereby, included in and made part of the Sierra Forest Reserve: *And provided further*, That the

Secretary of the Interior may require the payment of such price as he may deem proper for privileges on the land herein segregated from the Yosemite National Park and made a part of the Sierra Forest Reserve accorded under the act approved February fifteenth, nineteen hundred and one, relating to rights of way over certain parks, reservations, and other lands, and other acts concerning rights of way over public lands; and the moneys received from the privileges accorded on the lands herein segregated and included in the Sierra Forest Reserve shall be paid into the Treasury of the United States, to be expended, under the direction of the Secretary of the Interior, in the management, improvement, and protection of the forest lands herein set aside and reserved, which shall hereafter be known as the "Yosemite National Park."

* * * * * *

UINTA FOREST RESERVE

ACT OF MARCH 3, 1905 (33 STAT. L., 1070).

That before the opening of the Uintah Indian Reservation the President is hereby authorized to set apart and reserve as an addition to the Uintah Forest Reserve, subject to the laws, rules, and regulations governing forest reserves, and subject to the mineral rights granted by the act of Congress of May twenty-seventh, nineteen hundred and two, such portion of the lands within the Uintah Indian Reservation as he considers necessary, and he may also set apart and reserve any reservoir site or other lands necessary to conserve and protect the water supply for the Indians or for general agricultural development, and may confirm such rights to water thereon as have already accrued: *Provided*, That the proceeds from any timber on such addition as may with safety be sold prior to June thirtieth, nineteen hundred and twenty, shall be paid to said Indians in accordance with the provisions of the act opening the reservation.

RIGHTS AND PRIVILEGES WITHIN FOREST RESERVES

CONTRACTS NONASSIGNABLE

REVISED STATUTES, SECTION 3737.

No contract or order, or any interest therein, shall be transferred by the party to whom such contract or order is given to any other party, and any such transfer shall cause the annulment of the contract or order transferred, so far as the United States are concerned. All rights of action, however, for any breach of such contract by the contracting parties, are reserved to the United States.

RAILROADS

ACT OF MARCH 3, 1875 (18 STAT. L., 482).

The right of way through the public lands of the United States is hereby granted to any railroad company duly organized under the laws of any State or Territory, except the District of Columbia, or by the Congress of the United States, which shall have filed with the Secretary of the Interior a copy of its articles of incorporation, and due proofs of its organization under the same, to the extent of one

hundred feet on each side of the central line of said road; also the right to take, from the public lands adjacent to the line of said road material, earth, stone, and timber necessary for the construction of said railroad; also ground adjacent to such right of way for station buildings, depots, machine shops, sidetracks, turn-outs, and water stations, not to exceed in amount twenty acres for each station, to the extent of one station for each ten miles of its road.

SEC. 2. That any railroad company whose right of way or whose track or roadbed upon such right of way passes through any canyon, pass, or defile shall not prevent any other railroad company from the use and occupancy of said canyon, pass, or defile for the purposes of its road, in common with the road first located, or the crossing of other railroads at grade. And the location of such right of way through any canyon, pass, or defile shall not cause the disuse of any wagon or other public highway now located therein, nor prevent the location through the same of any such wagon road or highway where such road or highway may be necessary for the public accommodation; and where any change in the location of such wagon road is necessary to permit the passage of such railroad through any canyon, pass, or defile said railroad company shall, before entering upon the ground occupied by such wagon road, cause the same to be reconstructed at its own expense in the most favorable location, and in as perfect a manner as the original road: *Provided*, That such expenses shall be equitably divided between any number of railroad companies occupying and using the same canyon, pass, or defile.

SEC. 3. That the legislature of the proper Territory may provide for the manner in which private lands and possessory claims on the public lands of the United States may be condemned; and, where such provision shall not have been made, such condemnation may be made in accordance with section three of the act entitled "An act [to amend an act entitled an act] to aid in the construction of a railroad and telegraph line from the Missouri River to the Pacific Ocean, and to secure to the Government the use of the same for postal, military, and other purposes, approved July first, eighteen hundred and sixty-two," approved July second, eighteen hundred and sixty-four.

SEC. 4. That any railroad company desiring to secure the benefits of this act shall, within twelve months after the location of any section of twenty miles of its road, if the same be upon surveyed lands, and, if upon unsurveyed lands, within twelve months after the survey thereof by the United States, file with the register of the land office for the district where such land is located a profile of its road; and, upon approval thereof by the Secretary of the Interior, the same shall be noted upon the plats of said office; and thereafter all such lands over which such right of way shall pass shall be disposed of subject to such right of way: *Provided*, That if any section of said road shall not be completed within five years after the location of said section, the rights herein granted shall be forfeited as to any such uncompleted section of said road.

SEC. 5. That this act shall not apply to any lands within the limits of any military, park, or Indian reservation, or other lands specially reserved from sale, unless such right of way shall be provided for by treaty stipulation or by act of Congress heretofore passed.

SEC. 6. That Congress hereby reserves the right at any time to alter, amend, or repeal this act, or any part thereof.

ACT OF MARCH 3, 1899 (30 STAT. L., 1233).

In the form provided by existing law, the Secretary of the Interior may file and approve surveys and plats of any right of way for a wagon road, railroad, or other highway over and across any forest reservation or reservoir site when in his judgment the public interests will not be injuriously affected thereby.

IRRIGATION

ACT OF MARCH 3, 1891 (26 STAT. L., 1101).^a

* * * * * *

SEC. 18. That the right of way through the public lands and reservations of the United States is hereby granted to any canal or ditch company formed for the purpose of irrigation and duly organized under the laws of any State or Territory, which shall have filed, or may hereafter file, with the Secretary of the Interior a copy of its articles of incorporation, and due proofs of its organization under the same, to the extent of the ground occupied by the water of the reservoir and of the canal and its laterals, and fifty feet on each side of the marginal limits thereof; also the right to take, from the public lands adjacent to the line of the canal or ditch, material, earth, and stone necessary for the construction of such canal or ditch: *Provided*, That no such right of way shall be so located as to interfere with the proper occupation by the Government of any such reservation, and all maps of location shall be subject to the approval of the department of the Government having jurisdiction of such reservation, and the privilege herein granted shall not be construed to interfere with the control of water for irrigation and other purposes under authority of the respective States or Territories.

SEC. 19. That any canal or ditch company desiring to secure the benefits of this act, shall, within twelve months after the location of ten miles of its canal, if the same be upon surveyed lands, and if upon unsurveyed lands, within twelve months after the survey thereof by the United States, file with the register of the land office for the district where such land is located a map of its canal or ditch and reservoir; and upon the approval thereof by the Secretary of the Interior the same shall be noted upon the plats in said office, and thereafter all such lands over which such rights of way shall pass shall be disposed of subject to such right of way. Whenever any person or corporation, in the construction of any canal, ditch, or reservoir, injures or damages the possession of any settler on the public domain, the party committing such injury or damage shall be liable to the party injured for such injury or damage.

SEC. 20. That the provisions of this act shall apply to all canals, ditches, or reservoirs, heretofore or hereafter constructed, whether constructed by corporations, individuals, or association of individuals, on the filing of the certificates and maps herein provided for. If such ditch, canal, or reservoir has been or shall be constructed by an individual or association of individuals, it shall be sufficient for such individual or association of individuals to file with the Secretary

^a This act was amended by act of May 11, 1898, sec. 2 (30 Stat. L., 404), quoted at p. 156.

of the Interior, and with the register of the land office where said land is located, a map of the line of such canal, ditch, or reservoir, as in case of a corporation, with the name of the individual owner or owners thereof, together with the articles of association, if any there be. Plats heretofore filed shall have the benefits of this act from the date of their filing, as though filed under it: *Provided*, That if any section of said canal, or ditch, shall not be completed within five years after the location of said section, the rights herein granted shall be forfeited as to any uncompleted section of said canal, ditch, or reservoir, to the extent that the same is not completed at the date of the forfeiture.

SEC. 21. That nothing in this act shall authorize such canal or ditch company to occupy such right of way except for the purpose of said canal or ditch, and then only so far as may be necessary for the construction, maintenance, and care of said canal or ditch.

ACT OF MAY 11, 1898 (30 STAT. L., 404).

* * * * *

SEC. 2. That the rights of way for ditches, canals, or reservoirs heretofore or hereafter approved under the provisions of sections eighteen, nineteen, twenty, and twenty-one of the act entitled "An act to repeal timber-culture laws, and for other purposes," approved March third, eighteen hundred and ninety-one, may be used for purposes of a public nature; and said rights of way may be used for purposes of water transportation, for domestic purposes, or for the development of power, as subsidiary to the main purpose of irrigation.

MUNICIPAL AND MINING

ACT OF FEBRUARY 1, 1905 (33 STAT. L., 628).

* * * * *

SEC. 4. That rights of way for the construction and maintenance of dams, reservoirs, water plants, ditches, flumes, pipes, tunnels, and canals within and across the forest reserves of the United States, are hereby granted to citizens and corporations of the United States for municipal or mining purposes, and for the purposes of the milling and reduction of ores, during the period of their beneficial use, under such rules and regulations as may be prescribed by the Secretary of the Interior, and subject to the laws of the State or Territory in which said reserves are respectively situated.

* * * * *

MEDICINAL SPRINGS

ACT OF FEBRUARY 28, 1899 (30 STAT. L., 908).

The Secretary of the Interior * * * is hereby authorized, under such rules and regulations as he from time to time may make, to rent or lease to responsible persons or corporations applying therefor suitable spaces and portions of ground near, or adjacent to, mineral, medicinal, or other springs, within any forest reserves estab-

lished within the United States, or hereafter to be established, and where the public is accustomed or desires to frequent, for health or pleasure, for the purpose of erecting upon such leased ground sanitariums or hotels, to be opened for the reception of the public. And he is further authorized to make such regulations, for the convenience of people visiting such springs, with reference to spaces and locations, for the erection of tents or temporary dwelling houses to be erected or constructed for the use of those visiting such springs for health or pleasure. And the Secretary of the Interior is authorized to prescribe the terms and duration and the compensation to be paid for the privileges granted under the provisions of this act.

SEC. 2. All funds arising from the privileges granted hereunder shall be covered into the Treasury of the United States as a special fund to be expended in the care of public forest reservations.

ELECTRICITY AND WATER

ACT OF FEBRUARY 15, 1901 (31 STAT. L., 790).

The Secretary of the Interior * * * is authorized and empowered, under general regulations to be fixed by him, to permit the use of rights of way through the public lands, forest, and other reservations of the United States, and the Yosemite, Sequoia, and General Grant national parks, California, for electrical plants, poles, and lines for the generation and distribution of electrical power and for telephone and telegraph purposes, and for canals, ditches, pipes, and pipe lines, flumes, tunnels, or other water conduits, and for water plants, dams, and reservoirs used to promote irrigation or mining or quarrying, or the manufacturing or cutting of timber and lumber, or the supplying of water for domestic, public, or any other beneficial uses to the extent of the ground occupied by such canals, ditches, flumes, tunnels, reservoirs, or other water conduits or water plants, or electrical or other works permitted hereunder, and not to exceed fifty feet on each side of the marginal limits thereof, or not to exceed fifty feet on each side of the center line of such pipes and pipe lines, electrical, telegraph, and telephone lines and poles, by any citizen, association, or corporation of the United States, where it is intended by such to exercise the use permitted hereunder or any one or more of the purposes herein named: *Provided*, That such permits shall be allowed within or through any of said parks or any forest, military, Indian, or other reservation only upon the approval of the chief officer of the Department under whose supervision such park or reservation falls and upon a finding by him that the same is not incompatible with the public interest: *Provided further*, That all permits given hereunder for telegraph and telephone purposes shall be subject to the provisions of title sixty-five of the Revised Statutes of the United States and amendments thereto, regulating rights of way for telegraph companies over the public domain: *And provided further*, That any permission given by the Secretary of the Interior under the provisions of this act may be revoked by him or his successor in his discretion, and shall not be held to confer any right, or easement, or interest in, to, or over any public land, reservation, or park.

EDISON ELECTRIC COMPANY

ACT OF MAY 1, 1906.

Upon the conditions herein named the Edison Electric Company, a corporation existing under the laws of the State of Wyoming and engaged in generating and distributing electric energy for use by municipalities and the public generally for lighting and power purposes, is hereby granted a permit, the duration of which shall be fixed by the Secretary of the Interior immediately after the passage of this act, revocable during the term fixed by said Secretary only in the manner and for the causes hereinafter specified, to occupy and use lands, to be designated in the manner hereinafter specified, within the San Bernardino, Sierra, and San Gabriel forest reserves, in the State of California, for canals, conduit lines, pole lines, power houses, diverting dams, necessary grounds to be submerged above the diverting dams, and necessary buildings and structures for the water-power plants hereinafter described, for the generation, transmission, and distribution of electrical power, namely:

* * * * *

Permits for the construction of each of the foregoing power plants having been heretofore granted by the Interior or Agricultural Departments.

SEC. 2. That the ground covered by the permit hereby granted shall include fifty feet on each side of the center of said canals or conduit lines and on each side of said pole lines, or so much thereof as may be actually necessary for their installation, maintenance, and use, and the ground actually occupied by and necessary for power houses, diverting dams, and necessary buildings and structures to be used in connection with the operation and maintenance of said water-power plants, together with fifty feet on each side of the marginal limits of all such buildings and structures, or such portion of said fifty feet as may be actually necessary for the efficient operation and maintenance of said power plants, dams, and other structures; also the right to submerge and flood at the intake of each of said power plants within said forest reserves not to exceed thirty acres in each case, such area only as may be actually necessary to divert the water into the several canal or conduit lines for said several power plants.

SEC. 3. That within six months after the passage of this act the Edison Electric Company shall file with the register of the United States land office for the district where said power plants are located and with the Forester of the Department of Agriculture a map and such copies thereof as the Secretary of the Interior may prescribe, showing separately as to each power plant the ground occupied or proposed to be occupied by such canals or conduit lines, pole lines, power houses, and other buildings and structures used in connection with said electrical power plants. These maps shall show the dimensions of each building and structure and each diverting dam, and the areas which it will be necessary to submerge at the point of intake of each power plant, and after the filing of said maps all lands covered by this permit, as shown on the maps, or to be occupied by such buildings and structures, as shown, together with such portion of fifty feet on each side of the marginal limits thereof as may be actually necessary for the operation of the power plants and such land as

may be submerged by the construction and operation of said power plants, shall, when disposed of by the Government, be disposed of subject to the rights hereby granted, unless said rights shall have terminated or shall have been revoked as herein provided prior to such disposal.

SEC. 4. That said company shall conform to all regulations adopted or prescribed by the Secretary of Agriculture or the Secretary of the Interior governing said forest reserves or the use or the users thereof, and shall not take, cut, or destroy any timber within the forest reserves, except such as it may be actually necessary to remove to construct its power plants and the structures pertaining thereto, and it shall be required to pay to the proper officer of the Forest Service the full value of all timber and wood cut, used, or destroyed by it within the forest reserves.

SEC. 5. That the privileges herein granted shall not be construed to interfere with the control of water for irrigation and other purposes under laws of the United States or of the State of California.

SEC. 6. That no private right, title, or interest owned by any person, persons, or corporation in such forest reserves shall be interfered with or abridged, except with the consent of the owner or owners or by due process of law and just compensation to said owner or owners.

SEC. 7. That if the said permittee shall fail to consummate and put in operation the said power plant specified in subdivision (*f*) of section one hereof within two years from the date of the passage of this act, or the power plant specified in subdivisions (*g*), (*h*), and (*i*) of section one hereof within five years from the passage of this act, then as to each of said power plants not completed and put in operation within the time herein limited this permit shall be deemed to be revoked without judicial or other proceeding; and a failure during any year after completion to operate any power plant provided for in this act for a total time of ninety days in such year shall operate as a like revocation of this permit as to such plant or plants.

SEC. 8. That the enjoyment of the permit hereby granted shall be subject at all times to all laws relating to the forest reserves and to all rules and regulations authorized and established thereunder, and that for infraction of such laws, rules, or regulations the owner or user of said permit shall be subject to all fines and penalties imposed thereby and shall also be liable in a civil action for all damages that may accrue from such breach, and that for any continued infraction of such laws, rules, or regulations or failure to pay any amount due the Forest Service from said company within sixty days of notice thereof the Secretary of the Department of the Interior may, upon request of the Secretary of Agriculture, after due notice and hearing, revoke and vacate this permit: *Provided*, That the transfer of any lands from the jurisdiction of one Department to that of another shall in no wise affect this permit, but the power hereby vested in the Secretary shall, upon such transfer, be deemed to be transferred with the land.

SEC. 9. That the said company shall pay annually in advance to the proper officer of the Forest Service, as compensation for the privileges hereby granted, such reasonable sum as the Secretary of Agriculture may fix from year to year, and shall pay for wood or timber cut, removed, or destroyed as fast as the value thereof may be ascertained and charged by the Forester: *Provided*, That the Secretary

of Agriculture, his agents and employees, and all officers of the Forest Service shall have free and unrestricted access in, through, and across all lands and structures covered by said permit in the performance of their official duties, and the Secretary in charge of forest reserves may construct or permit to be constructed in, through, or across any land covered by said permit roads or trails, public or otherwise, or other means of transportation not inconsistent with the enjoyment of the permit hereby granted: *Provided further*, That the Edison Electric Company shall, under penalty of immediate forfeiture of the permit hereby granted, when requested to do so, assist the forest officers in fighting fire, and shall furnish any men under its employ necessary for that purpose, and shall otherwise assist to the extent of its power in protecting the forest reserves and maintaining good order upon them.

SEC. 10. That Congress shall have power at any time to amend, modify, or repeal this act.

HOMESTEADS IN YELLOWSTONE FOREST RESERVE

ACT OF MARCH 15, 1906.

The general provisions of the homestead laws of the United States be, and the same are hereby, extended to and over the surveyed lands in townships forty-eight, forty-nine, and fifty, and ranges one hundred and five and one hundred and six, within the Yellowstone Forest Reserve, and the said lands shall be subject to entry ninety days after the passage of this act, within which ninety-day period the Secretary of Agriculture may set aside such portions of said lands as were not occupied by a bona fide settler January first, nineteen hundred and six, not to exceed in the aggregate one hundred and sixty acres, as may be necessary for forest-reserve administrative purposes, which lands so set aside shall not be subject to settlement entry or location during the life of the forest reserve: *Provided*, That the commutation clause of the homestead laws shall not apply to the said lands, and any bona fide settler who made settlement on said lands prior to January first, nineteen hundred and six, and who had prior to that time lost or exercised his homestead right, may enter and perfect title to the lands settled upon by him as though his homestead right had not been lost or exercised, upon the payment of the sum of one dollar and twenty-five cents per acre for the land included in his entry at the time of making final proof.

AGRICULTURAL SETTLEMENT

ACT OF JUNE 11, 1906.

The Secretary of Agriculture may, in his discretion, and he is hereby authorized, upon application or otherwise, to examine and ascertain as to the location and extent of lands within permanent or temporary forest reserves, except the following counties in the State of California: Inyo, Tulare, Kern, San Luis Obispo, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, and San Diego, which are chiefly valuable for agriculture, and which, in his opinion, may be occupied for agricultural purposes without injury to the forest reserves, and which are not needed for public purposes,

and may list and describe the same by metes and bounds, or otherwise, and file the lists and descriptions with the Secretary of the Interior, with the request that the said lands be opened to entry in accordance with the provisions of the homestead laws and this act.

Upon the filing of any such list or description the Secretary of the Interior shall declare the said lands open to homestead settlement and entry in tracts not exceeding one hundred and sixty acres in area and not exceeding one mile in length at the expiration of sixty days from the filing of the list in the land office of the district within which the lands are located, during which period the said list or description shall be prominently posted in the land office and advertised for a period of not less than four weeks in one newspaper of general circulation published in the county in which the lands are situated: *Provided*, That any settler actually occupying and in good faith claiming such lands for agricultural purposes prior to January first, nineteen hundred and six, and who shall not have abandoned the same, and the person, if qualified to make a homestead entry, upon whose application the land proposed to be entered was examined and listed, shall, each in the order named, have a preference right of settlement and entry: *Provided further*, That any entryman desiring to obtain patent to any lands described by metes and bounds entered by him under the provisions of this act shall, within five years of the date of making settlement, file, with the required proof of residence and cultivation, a plat and field notes of the lands entered, made by or under the direction of the United States surveyor-general, showing accurately the boundaries of such lands, which shall be distinctly marked by monuments on the ground, and by posting a copy of such plat, together with a notice of the time and place of offering proof, in a conspicuous place on the land embraced in such plat during the period prescribed by law for the publication of his notice of intention to offer proof, and that a copy of such plat and field notes shall also be kept posted in the office of the register of the land office for the land district in which such lands are situated for a like period; and further, that any agricultural lands within forest reserves may, at the discretion of the Secretary, be surveyed by metes and bounds, and that no lands entered under the provisions of this act shall be patented under the commutation provisions of the homestead laws, but settlers, upon final proof, shall have credit for the period of their actual residence upon the lands covered by their entries.

SEC. 2. That settlers upon lands chiefly valuable for agriculture within forest reserves on January first, nineteen hundred and six, who have already exercised or lost their homestead privilege, but are otherwise competent to enter lands under the homestead laws, are hereby granted an additional homestead right of entry for the purposes of this act only, and such settlers must otherwise comply with the provisions of the homestead law, and in addition thereto must pay two dollars and fifty cents per acre for lands entered under the provisions of this section, such payment to be made at the time of making final proof on such lands.

SEC. 3. That all entries under this act in the Black Hills Forest Reserve shall be subject to the quartz or lode mining laws of the United States, and the laws and regulations permitting the location, appropriation, and use of the waters within the said forest reserves for

mining, irrigation, and other purposes; and no titles acquired to agricultural lands in said Black Hills Forest Reserve under this act shall vest in the patentee any riparian rights to any stream or streams of flowing water within said reserve; and that such limitation of title shall be expressed in the patents for the lands covered by such entries.

SEC. 4. That no homestead settlements or entries shall be allowed in that portion of the Black Hills Forest Reserve in Lawrence and Pennington counties, in South Dakota, except to persons occupying lands therein prior to January first, nineteen hundred and six, and the provisions of this act shall apply to the said counties in said reserve only so far as is necessary to give and perfect title of such settlers or occupants to lands chiefly valuable for agriculture therein occupied or claimed by them prior to the said date, and all homestead entries under this act in said counties in said reserve shall be described by metes and bounds survey.

SEC. 5. That nothing herein contained shall be held to authorize any future settlement on any lands within forest reserves until such lands have been opened to settlement as provided in this act, or to in any way impair the legal rights of any bona fide homestead settler who has or shall establish residence upon public lands prior to their inclusion within a forest reserve.

HISTORIC AND SCIENTIFIC MONUMENTS

ACT OF JUNE 8, 1906.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That any person who shall appropriate, excavate, injure, or destroy any historic or prehistoric ruin or monument, or any object of antiquity, situated on lands owned or controlled by the Government of the United States, without the permission of the Secretary of the Department of the Government having jurisdiction over the lands on which said antiquities are situated, shall, upon conviction, be fined in a sum of not more than five hundred dollars or be imprisoned for a period of not more than ninety days, or shall suffer both fine and imprisonment, in the discretion of the court.

SEC. 2. That the President of the United States is hereby authorized, in his discretion, to declare by public proclamation historic landmarks, historic and prehistoric structures, and other objects of historic or scientific interest that are situated upon the lands owned or controlled by the Government of the United States to be national monuments, and may reserve as a part thereof parcels of land the limits of which in all cases shall be confined to the smallest area compatible with the proper care and management of the objects to be protected: *Provided*, That when such objects are situated upon a tract covered by a bona fide unperfected claim or held in private ownership, the tract, or so much thereof as may be necessary for the proper care and management of the object, may be relinquished to the Government, and the Secretary of the Interior is hereby authorized to accept the relinquishment of such tracts in behalf of the Government of the United States.

SEC. 3. That permits for the examination of ruins, the excavation of archæological sites, and the gathering of objects of antiquity upon

the lands under their respective jurisdictions may be granted by the Secretaries of the Interior, Agriculture, and War to institutions which they may deem properly qualified to conduct such examination, excavation, or gathering, subject to such rules and regulations as they may prescribe: *Provided*, That the examinations, excavations, and gatherings are undertaken for the benefit of reputable museums, universities, colleges, or other recognized scientific or educational institutions, with a view to increasing the knowledge of such objects, and that the gatherings shall be made for permanent preservation in public museums.

SEC. 4. That the Secretaries of the Departments aforesaid shall make and publish from time to time uniform rules and regulations for the purpose of carrying out the provisions of this act.

TRESPASS AND FIRE LAWS

TIMBER ON PUBLIC LANDS

REVISED STATUTES, SECTION 2461.

If any person shall cut, or cause or procure to be cut, or aid, assist, or be employed in cutting, or shall wantonly destroy, or cause or procure to be wantonly destroyed, or aid, assist, or be employed in wantonly destroying any live-oak or red-cedar trees, or other timber standing, growing, or being on any lands of the United States which, in pursuance of any law passed or hereafter to be passed, have been reserved or purchased for the use of the United States, for supplying or furnishing therefrom timber for the Navy of the United States; or if any person shall remove, or cause or procure to be removed, or aid, or assist, or be employed in removing from any such lands which have been reserved or purchased any live-oak or red-cedar trees, or other timber, unless duly authorized so to do, by order, in writing, of a competent officer, and for the use of the Navy of the United States; or if any person shall cut, or cause or procure to be cut, or aid, or assist, or be employed in cutting any live-oak or red-cedar trees, or other timber on, or shall remove, or cause or procure to be removed, or aid, or assist, or be employed in removing any live-oak or red-cedar trees, or other timber, from any other lands of the United States acquired, or hereafter to be acquired, with intent to export, dispose of, use, or employ the same in any manner whatsoever, other than for the use of the Navy of the United States, every such person shall pay a fine not less than triple the value of the trees or timber so cut, destroyed, or removed, and shall be imprisoned not exceeding twelve months.

NOTE.—The penalty here imposed applies to all timber on public lands. (U. S. *v.* Briggs, 9 How., 351.)

Homestead settlers may sell timber cut for cultivation purposes, but not otherwise. (Shiver *v.* U. S., 159 U. S., 491; Stone *v.* U. S., 167 U. S., 178.)

Ignorance of the law is no defense. (U. S. *v.* Murphy, 32 Fed. Rep., 376.)

It is error for the court to instruct the jury that the Government has always tacitly permitted the pioneer settlers to cut timber from the public domain. (U. S. *v.* Mock, 149 U. S., 273.)

Persons may not carry off timber or other property from public lands and sell it for profit. (U. S. *v.* Mock, 149 U. S., 273.)

TIMBER ON MINERAL LANDS

ACT OF JUNE 3, 1878 (20 STAT. L., 88).

SECTION 1. All citizens of the United States and other persons, bona fide residents of the State of Colorado, or Nevada, or either of the Territories of New Mexico, Arizona, Utah, Wyoming, Dakota, Idaho, or Montana, and all other mineral districts of the United States, shall be, and are hereby, authorized and permitted to fell and remove, for building, agricultural, mining, or other domestic purposes, any timber or other trees growing or being on the public lands, said lands being mineral, and not subject to entry under existing laws of the United States, except for mineral entry, in either of said States, Territories, or districts of which such citizens or persons may be at the time bona fide residents, subject to such rules and regulations as the Secretary of the Interior may prescribe for the protection of the timber and of the undergrowth growing upon such lands, and for other purposes: *Provided*, The provisions of this act shall not extend to railroad corporations.

SEC. 2. It shall be the duty of the register and the receiver of any local land office in whose district any mineral land may be situated to ascertain from time to time whether any timber is being cut or used upon any such lands, except for the purposes authorized by this act, within their respective land districts; and, if so, they shall immediately notify the Commissioner of the General Land Office of that fact; and all necessary expenses incurred in making such proper examinations shall be paid and allowed such register and receiver in making up their next quarterly accounts.

SEC. 3. Any person or persons who shall violate the provisions of this act, or any rules and regulations in pursuance thereof made by the Secretary of the Interior, shall be deemed guilty of a misdemeanor, and, upon conviction, shall be fined in any sum not exceeding five hundred dollars, and to which may be added imprisonment for any term not exceeding six months.

TRESPASS UNDER TIMBER AND STONE ACT

ACT OF JUNE 3, 1878 (20 STAT. L., 90).

* * * * *

SEC. 4. After the passage of this act it shall be unlawful to cut, or cause or procure to be cut, or wantonly destroy, any timber growing on any lands of the United States [in any public land States], or remove, or cause to be removed, any timber from said public lands with intent to export or dispose of the same; and no owner, master, or consignee of any vessel, or owner, director, or agent of any railroad, shall knowingly transport the same, or any lumber manufactured therefrom; and any person violating the provisions of this section shall be guilty of a misdemeanor, and, on conviction, shall be fined for every such offense a sum not less than one hundred nor more than one thousand dollars: *Provided*, That nothing herein contained shall prevent any miner or agriculturist from clearing his land in the ordinary working of his mining claim, or preparing his farm for tillage, or from taking the timber necessary to support his improvements, or the taking of timber for the use of the United States; and

the penalties herein provided shall not take effect until ninety days after the passage of this act.

SEC. 5. Any person prosecuted in * * * [any public land States] for violating section 2461 of the Revised Statutes of the United States who is not prosecuted for cutting timber for export from the United States may be relieved from further prosecution and liability therefor upon payment, into the court wherein said action is pending, of the sum of two dollars and fifty cents per acre for all lands on which he shall have cut or caused to be cut timber, or removed or caused to be removed the same: *Provided*, That nothing contained in this section shall be construed as granting to the person hereby relieved the title to said lands for said payment; but he shall have the right to purchase the same upon the same terms and conditions as other persons, as provided hereinbefore in this act: *And further provided*, That all moneys collected under this act shall be covered into the Treasury of the United States. And section 4751 of the Revised Statutes is hereby repealed, so far as it relates to [* * * the public land States].

NOTE 1.—The words in brackets in above section are inserted in place of the words “in said States and Territory,” as ordered by amending act of August 4, 1892.

NOTE 2.—This section relieves the trespasser from criminal but not from civil liability at common law. (U. S. v. Scott, 39 Fed. Rep., 900.)

NOTE 3.—Act of February 24, 1897 (29 Stat. L., 594), is amended by the above section by omitting, where indicated by stars, the words “camp fire or other” and “breaking camp or,” respectively.

NOTE 4.—The other sections of this act, which is known as the “Timber and stone act,” provide for purchase of public timber land.

TIMBER ON RESERVED LANDS

ACT OF JUNE 4, 1888 (25 STAT. L., 166).

Section fifty-three hundred and eighty-eight of the Revised Statutes of the United States be amended so as to read as follows: “Every person who unlawfully cuts, or aids or is employed in unlawfully cutting, or wantonly destroys or procures to be wantonly destroyed, any timber standing upon the land of the United States which, in pursuance of law, may be reserved or purchased for military or other purposes, or upon any Indian reservation, or lands belonging to or occupied by any tribe of Indians under authority of the United States, shall pay a fine of not more than five hundred dollars or be imprisoned not more than twelve months, or both, in the discretion of the court.”

CUTTING FOR TURPENTINE

· ACT OF JUNE 4, 1906.

Every person who shall cut, chip, chop, or box any tree on any lands belonging to the United States or on any lands covered by or embraced in any unperfected settlement, application, filing, entry, selection, or location, made under any law of the United States, for the purpose of obtaining from such tree any pitch, turpentine, or other substance; and every person who shall knowingly encourage, cause, procure, or aid any such tree to be so cut, or who shall buy,

trade for, or in any manner acquire any pitch, turpentine, or other substance, or any article or commodity made from any pitch, turpentine, or other substance, when he has knowledge that the same has been so unlawfully obtained from such trees, shall be guilty of a misdemeanor, and upon conviction thereof be punished by a fine of not more than five hundred dollars or by imprisonment not exceeding twelve months, or by both such fine and imprisonment.

DEFACING SURVEY MARKS

ACT OF JUNE 10, 1896 (29 STAT. L., 343).

Hereafter it shall be unlawful for any person to destroy, deface, change, or remove to another place any section corner, quarter-section corner, or meander post on any Government line of survey, or to cut down any witness tree or any tree blazed to mark the line of a Government survey, or to deface, change, or remove any monument or bench mark of any Government survey. That any person who shall offend against any of the provisions of this paragraph shall be deemed guilty of a misdemeanor, and upon conviction thereof in any court shall be fined not exceeding two hundred and fifty dollars, or be imprisoned not more than one hundred days. All the fines accruing under this paragraph shall be paid into the Treasury, and the informer, in each case of conviction, shall be paid the sum of twenty-five dollars.

FIRE LAW.

ACT OF MAY 5, 1900 (31 STAT. L., 169).

Any person who shall willfully or maliciously set on fire, or cause to be set on fire, any timber, underbrush, or grass upon the public domain, or shall * * * leave or suffer fire to burn unattended near any timber or other inflammable material, shall be deemed guilty of a misdemeanor, and upon conviction thereof in any district court of the United States having jurisdiction of the same shall be fined in a sum not more than five thousand dollars or be imprisoned for a term of not more than two years, or both.

NOTE.—Act of February 24, 1897 (29 Stat. L., 594), is amended by the above section by omitting, where indicated by stars, the words "carelessly or negligently."

SEC. 2. Any person who shall build a * * * fire in or near any forest, timber, or other inflammable material upon the public domain shall, before * * * leaving said fire, totally extinguish the same. Any person failing to do so shall be deemed guilty of a misdemeanor, and upon conviction thereof in any district court of the United States having jurisdiction of the same shall be fined in a sum not more than one thousand dollars, or be imprisoned for a term of not more than one year, or both.

SEC. 3. That in all cases arising under this act the fines collected shall be paid into the public school fund of the county in which the lands where the offense was committed are situated.

NOTE.—By virtue of power granted to the Secretary of the Interior under act of June 3, 1878 (20 Stat. L., 88), said Secretary provides, in his "rules and regulations governing the use of timber on the public mineral lands" (29 L. D., 571): "Persons felling or

removing timber under the provisions of this act must utilize all of each tree cut that can be profitably used, and must dispose of the tops, brush, and other refuse in such manner as to prevent the spread of forest fires."

WICHITA GAME REFUGE

ACT OF JANUARY 24, 1905 (33 STAT. L., 614).

The President of the United States is hereby authorized to designate such areas in the Wichita Forest Reserve as should, in his opinion, be set aside for the protection of game animals and birds and be recognized as a breeding place therefor.

SEC. 2. That when such areas have been designated as provided for in section one of this act, hunting, trapping, killing, or capturing of game animals and birds upon the lands of the United States within the limits of said areas shall be unlawful, except under such regulations as may be prescribed from time to time by the Secretary of Agriculture; and any person violating such regulations or the provisions of this act shall be deemed guilty of a misdemeanor, and shall, upon conviction in any United States court of competent jurisdiction, be fined in a sum not exceeding one thousand dollars, or be imprisoned for a period not exceeding one year, or shall suffer both fine and imprisonment, in the discretion of the court.

SEC. 3. That it is the purpose of this act to protect from trespass the public lands of the United States and the game animals and birds which may be thereon, and not to interfere with the operation of the local game laws as affecting private, State, or Territorial lands.

ARRESTS

ACT OF FEBRUARY 6, 1905 (33 STAT. L., 700).

All persons employed in the forest reserve and national park service of the United States shall have authority to make arrests for the violation of the laws and regulations relating to the forest reserves and national parks, and any person so arrested shall be taken before the nearest United States commissioner, within whose jurisdiction the reservation or national park is located, for trial; and upon sworn information by any competent person any United States commissioner in the proper jurisdiction shall issue process for the arrest of any person charged with the violation of said laws.

GENERAL DECISIONS

RESTRAINT OF UNAUTHORIZED GRAZING IN FOREST RESERVES

UNITED STATES *v.* DASTERVIGNES ET AL.

(Circuit court, N. D. California. August 18, 1902. 118 Fed. Rep., 199.)

1. FORESTS—REGULATION—RULES—DELEGATION OF LEGISLATIVE AUTHORITY.

The act of Congress approved June 4, 1897 (30 Stat. L., 35), authorized the Secretary of the Interior, in his superintendence of all forest reservations, to "make such rules and regulations and establish such service as will insure the objects of such reservations, namely, to

regulate their occupancy and use and to preserve the forests thereon from destruction." *Held*, that the authority given the Secretary is not unconstitutional as a delegation of legislative authority.

2. SAME—USE OF PUBLIC LANDS.

The pasturing of sheep on the Stanislaus Forest Reservation having been forbidden by rule of the Secretary of the Interior under authority of act of June 4, 1897 (30 Stat. L., 35), user can not give a right of pasturage there.

3. SAME—USER.

Inasmuch as laches can not be invoked against the Government, user of Government lands for pasturage gives no right so to do.

4. SAME—RESTRAINING USE—BILL—ALLEGATIONS.

A bill seeking to restrain defendants from pasturing sheep on a certain forest reservation alleged that defendants drove several bands of sheep upon the reservation. *Held*, that a demurrer on the ground that there was a misjoinder of defendants was of no merit, since, while it did not appear that the defendants committed several acts of trespass, it appeared there was a joint offense, and, even if the acts were several, they might all be included in one equitable action, the law and testimony applicable to each defendant being the same.

5. SAME—ALLEGATIONS—DAMAGES.

Where a bill to restrain the pasturage of sheep on a certain forest reservation alleged that the grasses, herbage, and undergrowth were injured by the tramping, traveling, and driving of the sheep, the allegations as to damage were sufficient to warrant continuance of a restraining order pendente lite.

DASTERVIGNES ET AL. v. UNITED STATES.

(Circuit court of appeals, ninth circuit. March 2, 1903. 122 Fed. Rep., 30.)

1. CONSTITUTIONAL LAW—DELEGATION OF LEGISLATIVE POWER— ACT AUTHORIZING REGULATIONS FOR FOREST RESERVATIONS.

The provisions of the sundry civil appropriation act of June 4, 1897, relating to forest reservations (30 Stat. L., 35 [U. S. Comp. Stat., 1901, 1540]), which authorizes the Secretary of the Interior to "make such rules and regulations and establish such service as will insure the objects of such reservations, namely, to regulate their occupancy and use and to preserve the forests thereon from destruction," and which itself prescribes the penalty for violation of such regulations, is not unconstitutional as delegating legislative power to an administrative officer, but is a valid delegation of power to make administrative regulations in relation to details necessary to carry out the purpose of the act.

2. FOREST RESERVATIONS—VALIDITY OF REGULATIONS—EXCLUSION OF SHEEP.

Rule 13, made and promulgated by the Secretary pursuant to such authority, which prohibits the pasturing of sheep and goats on public lands in the forest reservation, except in cases where permits for their limited grazing may be granted by the Land Department with the approval of the Secretary, is a proper and legitimate exercise of the authority conferred, which gives the Secretary the right to exclude from the reservations any class of live stock found to be destructive of the purpose for which they were created; and such rule can not be said to create an unjust or illegal discrimination against the owners of the sheep, which constitute a class of live stock differing from any other in respect to pasturage, and which has uniformly been recognized as a proper subject for special legislation and regulation.

3. SAME—INJUNCTION AGAINST PASTURAGE OF SHEEP—GROUNDS.

A bill filed by the United States to enjoin the pasturage of sheep in a forest reservation, in violation of the regulations prescribed by the Secretary of the Interior, alleged that the sheep pastured within the reservation were committing great and irreparable injury to the public lands therein, and to the undergrowth, timber, and water supply. Affidavits filed in support of such allegations recited that the sheep of defendants destroyed undergrowth, young and growing trees and seedlings, and ate and destroyed the roots of the vegetation and grasses, leaving the ground bare and subject to disastrous washings by the rains, to the irreparable injury of the reservation. *Held*, that such allegation and showing constituted a sufficient ground for the granting of a preliminary injunction.

4. EQUITY—SUFFICIENCY OF BILL—MULTIFARIOUSNESS.

A bill by the United States against a number of defendants, to enjoin them from pasturing sheep in a forest reservation, is not subject to the objection of misjoinder and multifariousness where it alleges that defendants are pasturing two bands of sheep in the reservation, and contains no averments which show or indicate any separate or distinct rights or different interests as between the several defendants.

(See also *United States v. Tygh Valley Land and Live Stock Company*; 76 Fed. Rep., 693.)

JOSEPH DENT *v.* THE UNITED STATES.

(Supreme court of Arizona. 76 Pac. Rep., 455.)

Appeal from the district court for the fourth judicial district, before Justice R. E. Sloan.

On hearing.

The appellant was convicted of the crime of pasturing sheep upon the public lands in a forest reservation, in violation of the rules of the Secretary of the Interior promulgated under authority of the act of

Congress of June 4, 1897 (30 Stat. L., 35), which act provides that any violation of such rules shall be punished by fine or imprisonment. The former opinion of the court will be found in 71 Pac., 920.

Opinion by Kent, C. J.

A rehearing having been granted at this term of court, this case has been again argued by counsel. Since we rendered our decision at a former term, the case of the United States *v.* Dastervignes (122 Fed., 30) has been reported. In that case the circuit court of appeals for the ninth circuit has held that the act in question did not delegate legislative power to the Secretary and was not unconstitutional. Inasmuch as under the act creating the circuit courts of appeal such court exercises appellate jurisdiction over this court in criminal cases, such as the one at bar, we feel that a decision of that court, although made in a civil and not a criminal case, expressly holding that the act in question is constitutional and a valid delegation of power, is binding upon us in this case; and if it be true that inasmuch as the sole question involved in this case is the constitutionality of the act, an appeal will not lie in this case from our decision to the circuit court of appeals—a question which it is not proper for us to determine—we still feel that the determination of the circuit court of appeals is binding upon us. An appeal does not lie from our decision in this case to the Supreme Court of the United States, and yet if such court had determined the question of the constitutionality of the act such determination would be binding upon us.

Inasmuch as the circuit court of appeals is a court exercising appellate jurisdiction over us in criminal cases of this character, we are in like manner bound by its determination upon this question, although the record may prevent an appeal being taken to such court in the particular case before us. Indeed, if it be true that no appeal lies to any court from our decision in capital cases or in criminal cases where the constitutionality of a Federal statute is the sole question involved, but the right of review of our decisions in criminal cases is confined to the appellate jurisdiction of the circuit court of appeals in minor criminal cases, and when less important questions are involved, this somewhat anomalous condition of the law should not prevent our recognizing the binding force of a determination of such circuit court of appeals upon such constitutional question, since if the record in this case presented other questions for review, thereby giving it jurisdiction, such court undoubtedly would have the right to, and would review in connection therewith our determination upon the constitutional question involved. Therefore, if it be that the correctness of our determination upon the constitutional question can not be passed upon by such court in this particular case, it is perhaps for that reason all the more incumbent upon us to follow in the path marked out for us by that court. (*Farnsworth v. Montana*, 129 U. S., 104; *Cross v. United States*, 145 U. S., 571; *Chapman v. United States*, 164 U. S., 436; *In re Heath*, 144 U. S., 92; *Carter v. Roberts*, 177 U. S., 496; *Holt v. Indiana Co.*, 80 Fed., 1; *Texas & P. R. Co. v. Blook*, 60 Fed., 979; *Hubinger Co. v. Ry. Co.*, 89 Fed., 897; *Davis v. Burke*, 97 Fed., 501.)

As we feel that we are in any event controlled by the decision on the Dastervignes case, we do not think it necessary to state to what

extent we have changed our views from our original holding in the light of a further examination of the question and the fuller discussion afforded us upon the reargument.

Judgment will be entered affirming the judgment entered in the lower court in favor of the United States.

DEPARTMENT OF JUSTICE,
Washington, D. C., November 17, 1898.

THE SECRETARY OF THE INTERIOR.

SIR: Section 5388 of the Revised Statutes, as amended by the act of June 4, 1888 (25 Stat. L., 166), provides as follows:

"Every person who unlawfully cuts, or aids or is employed in unlawfully cutting, or wantonly destroys or procures to be wantonly destroyed, any timber standing upon the land of the United States which, in pursuance of law, may be reserved or purchased for military or other purposes, or upon any Indian reservation, or lands belonging to or occupied by any tribe of Indians under authority of the United States, shall pay a fine of not more than five hundred dollars or be imprisoned not more than twelve months, or both, in the discretion of the court."

The act of June 4, 1897, entitled "An act making appropriations for sundry civil expenses of the Government for the fiscal year ending June 30, 1898, and for other purposes," provides (28 Stat. L., 35):

"The Secretary of the Interior shall make provisions for the protection against destruction by fire and depredations upon the public forests and forest reservations which may have been set aside or which may be hereafter set aside under the said act of March 3, 1891, and which may be continued; and he may make such rules and regulations and establish such service as will insure the objects of such reservations, namely, to regulate their occupancy and use and to preserve the forests thereon from destruction; and any violations of the provisions of this act or such rules and regulations shall be punished as is provided for in the act of June 4, 1888, amending section 5388 of the Revised Statutes of the United States."

Under the authority thus conferred, the Secretary of the Interior, on June 30, 1897, promulgated certain rules and regulations for the purpose of regulating the occupancy and use of the forest reservations and to preserve the forests thereon from destruction, among which was the following:

"13. The pasturing of live stock on the public lands in forest reservations will not be interfered with so long as it appears that injury is not being done to the forest growth and the rights of others are not thereby jeopardized. The pasturing of sheep is, however, prohibited in all forest reservations, except those in the States of Oregon and Washington, for the reason that sheep grazing has been found injurious to the forest cover, and therefore of serious consequence in regions where the rainfall is limited. The exception in favor of the States of Oregon and Washington is made because the continuous moisture and abundant rainfall of the Cascade and Pacific coast ranges make rapid renewal of herbage and undergrowth, possible, etc."

In view of the foregoing, you request my opinion whether a criminal prosecution will lie to punish a person who grazes sheep in a forest reservation in violation of the regulation quoted.

I recognize the existence of the salutary rule that Congress can not delegate its legislative power so as to authorize an administrative officer, by the adoption of regulations, to create an offense and prescribe its punishment. But here the statute proclaims the punishment for an offense which in general terms is defined by law, the regulation dealing only with a matter of detail and administration necessary to carry into effect the object of the law. The protection of the public forest is intrusted to the Secretary of the Interior. Section 5388 makes it an offense, punishable by fine and imprisonment, for any person wantonly to destroy any timber on a public reservation. In furtherance of this policy the act of June 4, 1897, directs the Secretary to make provision for the protection of the forests and authorizes him to regulate the use and occupancy of the forest reservations and to preserve the forests thereon from destruction, making for such purpose proper rules and regulations. Any violation of such rules and regulations is, by the statute, made an offense, punishable as provided in section 5388.

By this law the control of the occupancy and use of these reservations is handed over to the Secretary for the purpose of preserving the forests thereon, and any occupancy or use in violation of the rules and regulations adopted by him is made punishable criminally. It seems to me Congress has a right to do this. Suppose Congress had provided that the occupation or use of a forest reservation by any person, without permission of the Secretary should be a misdemeanor. Would not this be a valid exercise of legislative power? The present statute does no more. The regulation is reasonable and necessary. It restrains no one in the enjoyment of any natural or legal right. To use the language of Mr. Chief Justice Fuller in *In re Kollock* (165 U. S., 526, 533):

"The regulation was in execution of, or supplementary to, but not in conflict with, the law itself, and was specifically authorized thereby in effectuation of the legislation which created the offense."

Your question, therefore, is answered in the affirmative.

Very respectfully,

JOHN K. RICHARDS,
Solicitor-General.

Approved:

JOHN W. GRIGGS,
Attorney-General.

SCHOOL LANDS IN FOREST RESERVES

Where a forest reservation includes within its limits a school section surveyed prior to the establishment of the reservation, the State, under the authority of the first proviso to section 2275, Revised Statutes, as amended by the act of February 28, 1891, may be allowed to waive its right to such section and select other land in lieu thereof.

The decision herein of December 27, 1894, 19 L. D., 585, recalled and vacated.

Instructions of December 19, 1893, 17 L. D., 576, modified. (State of California, 28 L. D., 57.)

By the act of June 21, 1898, a grant, in præsentî, of school lands is made to the Territory of New Mexico; and under the provisions of section 2275, Revised Statutes, as amended by the act of February 28,

1891, said Territory may relinquish its claim to such school sections as it may be entitled, that are included within the limits of a forest reserve, and select other lands in lieu thereof. (Territory of New Mexico, 29 L. D., 365.)

Section 11 of the act of February 22, 1889 (25 Stat. L., 676-680, affecting North Dakota, South Dakota, Montana, and Washington only), withheld sections 16 and 36 from entry under the land laws, whether surveyed or unsurveyed, in consequence of which provision they ceased to be "public lands" in the sense used in section 24 of the act of March 3, 1891 (26 Stat. L., 1095), authorizing the establishment of forest reserves. (*South Dakota v. Hiram H. Ruby*. Unpublished decision of Secretary of the Interior, dated May 21, 1904.)

Unsurveyed sections 16 and 36, embraced in land withdrawn for a forest reserve by proclamation dated September 28, 1893, plat of survey of which was approved January 13, 1894, and filed in local land office October, 1894, do not become property of State upon survey, but are a part of the forest reserve, and should be administered free from the claim of transferees of the State of Oregon. (*Curtis Lumber Co. ex parte*. Decision "R" of Commissioner of the General Land Office, unpublished, dated February 28, 1906.)

TIMBER CUTTING ON MINING CLAIMS

An occupant of a mineral claim, who has applied for a patent, has no right, before the purchase price is paid and he receives a certificate, to cut the timber on such claim with intent to export or remove the same, and a license from him to so cut the timber is no protection to the licensee as against the Government.

The exclusive right to occupy and work a mineral claim, given to the locator by the mining laws during his occupancy, does not segregate such claim from the public domain so as to exclude such land from the operation of Revised Statutes, section 2461, 20 Statutes at Large, section 89, and 27 Statutes at Large, section 348, making it a misdemeanor for any person to cut timber on the public lands (*Teller v. United States*, 113 Fed. Rep., p. 273. Syllabus.)

MINERAL LANDS WITHIN FOREST RESERVES

COAL LANDS.

The words "the existing mining laws of the United States" are to be construed, in legislative enactments, as embracing sections 2347 to 2352, inclusive, of the Revised Statutes, commonly known as the "coal-land law," unless an intention to the contrary is expressed. (*T. P. Crowder*, 30 L. D., 92.)

Coal lands are mineral lands within the meaning of the act of June 4, 1897, and as such are subject to entry, when found in forest reservations, the same as other mineral lands within such reservations. (*T. P. Crowder*, 30 L. D., 92.)

While the statute does not prescribe what is necessary to constitute a discovery under the mining laws of the United States, it is essential that it gives reasonable evidence of the fact either that there is a vein or lode carrying precious minerals, or if it be claimed as placer ground that it is valuable for such mining; and where there is not enough in what a locator claims to have seen to justify a prudent person in the expenditure of money and labor in exploitation, this court will not

overthrow a finding of the lower court that there was no discovery. (*Chrisman v. Miller*, 197 U. S., p. 313. Syllabus.)

Should the question of the character of the land be properly presented at any time before patent, it would manifestly be the duty of the [Interior] Department to ascertain whether or not the land contain "valuable deposits," in an ex parte case or a contest. The fact that a claim is contested would not change the character of the land to be taken under this law. In any event it must contain "valuable deposits."

The Supreme Court has not determined what amount of gold will constitute "valuable deposits," and yet it has indicated in *U. S. v. Iron Silver Mining Company* (128 U. S., 673) that the deposit must be of substantial value.

The court says:

"It is the policy of the Government to favor the development of mines of gold and silver and other metals, and every facility is afforded for that purpose; but it exacts a faithful compliance with the conditions required. There must be a discovery of mineral and a sufficient exploration of the ground to show this fact beyond question. * * * If the land contains gold or other valuable deposits in loose earth, sand, or gravel, which can be secured with profit, that fact will satisfy the demand of the Government as to the character of the land as placer ground." (*Royal K. Placer*, 13 L. D., 89.)

An actual discovery of mineral is a prerequisite to the location of a mining claim.

A certificate of the location of a mining claim can not be accepted as establishing the mineral character of a tract in the absence of other evidence showing an actual discovery of mineral.

The existence of gold in nonpaying quantities will not preclude agricultural entry of the land. (*Etling et al. v. Potter*, 17 L. D., 424. Syllabus.)

Some few pieces of asphaltum were found, but the principal result of what little prospecting and developing have been done is the finding of "indications" of mineral, and it can not be said that the indications found on these lands in section 21 of oil and asphaltum demonstrate that there is a permanent deposit of these minerals which will pay to work. (*Tulare Oil & Mining Co. v. Southern Pacific R. R. Co.*, 29 L. D., 272.)

Where mineral is found, and it appears that a person of ordinary prudence would be justified in further expenditures with a reasonable prospect of success in developing a mine, the land may be properly regarded as mineral in character. (*Walker v. Southern Pacific R. R. Co.*, 24 L. D., 172. Syllabus.)

Land must be held nonmineral where no discoveries of appreciable value have been made, and it does not appear that a further expenditure would develop the presence of minerals in paying quantities. (*Reed et al. v. Lavallee et al.*, 26 L. D., 100. Syllabus.)

A single discovery is sufficient to authorize the location of a placer claim, and may in the absence of any claim or evidence to the contrary be accepted as establishing the mineral character of the entire claim sufficiently to justify the patenting thereof, but such single discovery does not conclusively establish the mineral character of all the land included in the claim, so as to preclude further inquiry in respect thereto.

The entire area that may be taken as a placer claim can not be acquired as appurtenant to placer deposits which are shown to exist only in a portion thereof.

Where a part of the area embraced within a placer entry, in this instance 20 acres, is shown to contain no valuable mineral deposit subject to placer location, such part of the claim will be excluded from the entry. (*Ferrell et al. v. Hoge et al.*, 29 L. D., 12. Syllabus.)

Deposits of fine clay or kaolin, being nonmetalliferous in character, are properly subject to entry as placers and not as lode claims. (*The Dobbs' Placer Mine*, 1 L. D., 565. Syllabus.)

Whatever is recognized as a mineral by the standard authorities, whether of metallic or other substances, when found in the public lands in quantity and quality sufficient to render the land more valuable on account thereof than for agricultural purposes, must be treated as coming within the purview of the mining laws.

Lands valuable only on account of the marble deposit contained therein are subject to placer entry under the mining laws.

Lands containing valuable mineral deposits, whether of the metalliferous or fossiliferous class, of such quantity and quality as to render them subject to entry under the mining laws, are "mineral lands" within the meaning of that term as used in the exception from the grant to the Northern Pacific Company for railroad purposes and to the State for school purposes. (*Pacific Coast Marble Co. v. Northern Pacific R. R. Co. et al.*, 25 L. D., 233. Syllabus.)

A deposit of "brick clay" will not warrant the classification of land as mineral, or entry thereof as a placer claim. (*Dunluce Placer Mine*, 6 L. D., 761. Syllabus.)

The mineral character of the land is established when it is shown to have upon or within it such a substance as (a) is recognized as mineral, according to its chemical composition by the standard authorities on the subject, or (b) is classified as a mineral product in trade or commerce, or (c) such a substance (other than the mere surface, which may be used for agricultural purposes) as possesses economic value for use in trade, manufacture, or ornamental arts; and it is demonstrated that such substance exists therein or thereon in such quantities as render the land more valuable for the purpose of removing and marketing the substance than for any other purpose, and the removing and marketing of which will yield a profit; or it is established that such substance exists in the lands in such quantities as would justify a prudent man in expending labor and capital in the effort to obtain it. (Rules for determining mineral character of land; *Lindley on Mines*, vol. 1, sec. 98.)

RAILROAD LANDS WITHIN FOREST RESERVES

While the grant to the Northern Pacific Railroad Company under the act of July 2, 1864, was in praesenti, and took effect upon the sections granted when the road was definitely located, by relation as to the date of the grant, the survey of the land and the identification of the sections—whether odd or even—is reserved to the Government, and the equitable title of the railroad company and its assigns becomes a legal title only upon the identification of the granted sections. Until the identification of the sections by a Government survey the United States retains a special interest in the timber growing in the township sufficient to recover the value of timber cut and removed therefrom.

In a suit brought by the United States for that purpose private surveys made by the railroad company can not be introduced as evidence to show that the land from which the timber was cut were odd sections within the grant and included in a conveyance from the railroad company to the defendants. (*United States v. Montana Lumber and Manufacturing Co.*, 196 U. S., 573. Syllabus.)

RIGHTS OF WAY (CLASS II)

In accordance with the agreement made by and between the Department of the Interior and the Department of Agriculture, paragraph 2 of the circular of February 11, 1904 (32 L. D., 481), and paragraphs 3 and 66 of the circular of September 28, 1905 (34 L. D., 212), except the last clause in each relative to construction in advance of approval or specific permission, which will remain as at present, are hereby amended so as to read as follows:

Whenever a right of way is located upon a forest or timber-land reserve, the applicant must enter into such stipulation and execute such bond as the Secretary of Agriculture may require for the protection of such reserves.

This amendment applies to forest or timber-land reserves only, not to national parks. (Circular of General Land Office, April 25, 1906.)

FOREST RESERVE ORDERS

Forest Reserve Order 1

SAWMILLS ON PATENTED LANDS

JULY 2, 1906.

All previous forest reserve orders, having been substantially repeated in the revised Use Book, should be destroyed. This order will begin a new series.

Hereafter supervisors should not require the owners of patented lands to make application and obtain permits for sawmills or other special privileges when they will be operated entirely upon such patented lands.

Forest officers should warn all owners of sawmills on patented lands that they may not operate their mills in such a way as to endanger the forest reserve. This is because no person may use his own property in a way to harm another, and the United States has property which is in danger from any sawmill which uses fire within a forest reserve. If the method of running a mill (lack of spark arresters, disposal of refuse, etc.) actually endangers the reserve, report should be made at once to the Forester in order that injunction proceedings may be instituted if advisable.

GIFFORD PINCHOT, *Forester.*

Forest Reserve Order 2

EXPENSE ACCOUNTS

JULY 9, 1906.

To forest officers in charge:

From wide differences shown in the items of the expense accounts submitted, it appears that officers in charge do not in all cases distinctly understand just what expenses they are allowed while at or away from headquarters and engaged in official business on a reserve. In order to secure a more uniform basis for the allowance of expenses incurred, and to avoid as far as possible any misunderstanding which might arise, you will be guided by the following principle in submitting your expense accounts for reimbursement:

Living expenses incurred when upon your reserve or reserves will be reimbursed only when it is clearly shown that such expenses are in excess of what would have been incurred had you remained at headquarters. Railroad fare will be reimbursed, together with all necessary expenses incurred when traveling away from the reserve, to attend land office hearings, prosecution of trespass cases, or similar official business. Reimbursement for hire or feed of saddle stock or special conveyances will not be made, except in cases where it is necessary to travel long distances by rail to reach the desired part of the reserve, or when for some other good reason the use of your own horses or wagon is impossible. In such cases necessary expenses for travel by railroad or special conveyance will be allowed.

OVERTON W. PRICE,
Associate Forester.

Forest Reserve Order 3

REPORTS ON SEED PRODUCTION

JULY 11, 1906.

To forest officers in charge:

The accompanying report blanks on seed production of commercial trees should be filled out and mailed to the Forester on or before August 1 each year. One or more blanks may be used so that the report will include the commercial trees in each district of your reserve. The blanks for this year should be returned as soon as possible after they are received, and in no event later than September 1.

It is the plan to secure all possible information annually on seed years and seed production, and tabulate it in readily available form.

OVERTON W. PRICE,
Associate Forester.

Forest Reserve Order 4

COPIES OF CONTRACTS FOR RANGERS' USE

JULY 26, 1906.

To forest officers in charge:

In all timber sales, and in privilege cases when unusual conditions are made, it is essential that the forest officer conducting the case be thoroughly familiar with the regulations governing the case. This is especially important in the conduct of timber sales of Class C. Supervisors will therefore see that the forest officer having immediate supervision of any sale, or any unusual privilege case, is furnished with an extra copy of the contract.

JAMES B. ADAMS, *Acting Forester.*

Forest Reserve Order 5

ESTABLISHMENT OF RANGERS' NURSERIES

JULY 30, 1906.

To forest officers in charge:

In addition to reporting not later than September 1 on the suitable sites for rangers' nurseries in your reserve, arrangements should be made for starting these nurseries this fall. The ground should be prepared and fenced, provision made for irrigation, and seeds collected for planting next spring. The expenses incurred should be charged to "shelter." Instructions for seed collecting will be sent as soon as published. The copies of Yearbook extract 376 accompanying this order are for the use of your rangers in preparing seed beds. Although written primarily for farmers the general principles, with modifications, will apply to rangers' nurseries.

Technical men from the office of forest extension will visit as many reserves as possible this summer and fall, to examine watersheds in need of reforestation and to assist in establishing rangers' nurseries. Please cooperate with them in every possible way.

JAMES B. ADAMS, *Acting Forester.*

Forest Reserve Order 6

SALE OF TIMBER

JULY 30, 1906.

To forest officers in charge:

A supply of Form 975, sale of timber, is being sent you by mail, under separate cover. When you receive the publication and notice for the sale of timber you should at once fill out several copies of this form and post them in post-offices or other public places where they will be likely to attract the most attention. It is desired to give as great publicity as possible to Class C sales.

JAMES B. ADAMS, *Acting Forester.*

Forest Reserve Order 7

EXAMINATION OF MINING CLAIMS

AUGUST 11, 1906.

To forest officers in charge:

When there is doubt as to the sufficiency of the discovery on a lode mining claim, forest officers will select a representative sample of the ore or vein matter from the discovery shaft. Selection will be upon the forest officer's own judgment, considering but not necessarily following the suggestion of the claimant, and will be made preparatory to report on Form 654. The sample selected should weigh about 25 pounds. A label showing the names of the claim and claimant, the date of examination, and the name of the officer making the examination should be attached to the sample of ore by mucilage. The sample should then be carefully wrapped and a duplicate label placed on the outside of the package. The package should then be deposited with you and kept under your control, if possible under lock and key. Immediately upon being notified that a hearing has been ordered upon the claim by the Commissioner of the General Land Office, you will send the sample by express, charges prepaid, to the assayer of the mint at Denver, Colo., Deadwood, S. Dak., Carson City, Nev., or Seattle, Wash., whichever city may be most easily accessible to your reserve. The charge for expressage, supported by proper subvoucher, should be submitted in your next expense account. Inform the assayer by letter of the shipment and give the same description of the sample used upon the label. Request the assayer to make the assay and give you an assay certificate for the use of the Forest Service. Inform him, if you can, on what date the certificate will be used.

In reply to questions "d" and "e" under paragraph 25, Form 654, the forest officer will give the width of the vein, and at what depth the sample was taken, and the dimensions of ore in sight which appears to be similar to the sample. If the ore is scattered through the vein, he should report the proportion which it bears to a section of the vein, giving the size of the section.

When there is doubt as to the sufficiency of the discovery on a placer mining claim the forest officer will take a cubic yard of dirt from the workings which fairly represents the mineral value of the claim and, if possible, pan it and state on the report that he has done

so and give the result. If he is not qualified or prepared to pan the dirt he will thoroughly mix the cubic yard and prepare a package of approximately 25 pounds for shipment. Before the hearing you will send it by express to the assayer of the mint at the most accessible of the cities named, as in the case of a sample taken from a lode claim. Gold pans may be considered reserve equipment where this work is necessary, and may be purchased.

JAMES B. ADAMS, *Acting Forester.*

Forest Reserve Order 8

DEGREE OF PUBLICITY TO BE GIVEN FOREST RESERVE RECORDS

SEPTEMBER 5, 1906.

To forest officers in charge:

It is the policy of the Forest Service to permit access freely to correspondence and other records on file in reserve offices, provided the publicity thus given to official matters is no way detrimental to the best administration of the forest reserves. This privilege will not be allowed except when its purpose has been stated and approved. No examination of forest reserve files, except by a duly authorized member of the Forest Service, will be permitted unless the forest officer in charge is present.

OVERTON W. PRICE,
Associate Forester.

Forest Reserve Order 9

MORE DEFINITE DESCRIPTIONS FOR RANGER STATIONS

SEPTEMBER 19, 1906.

To forest officers in charge:

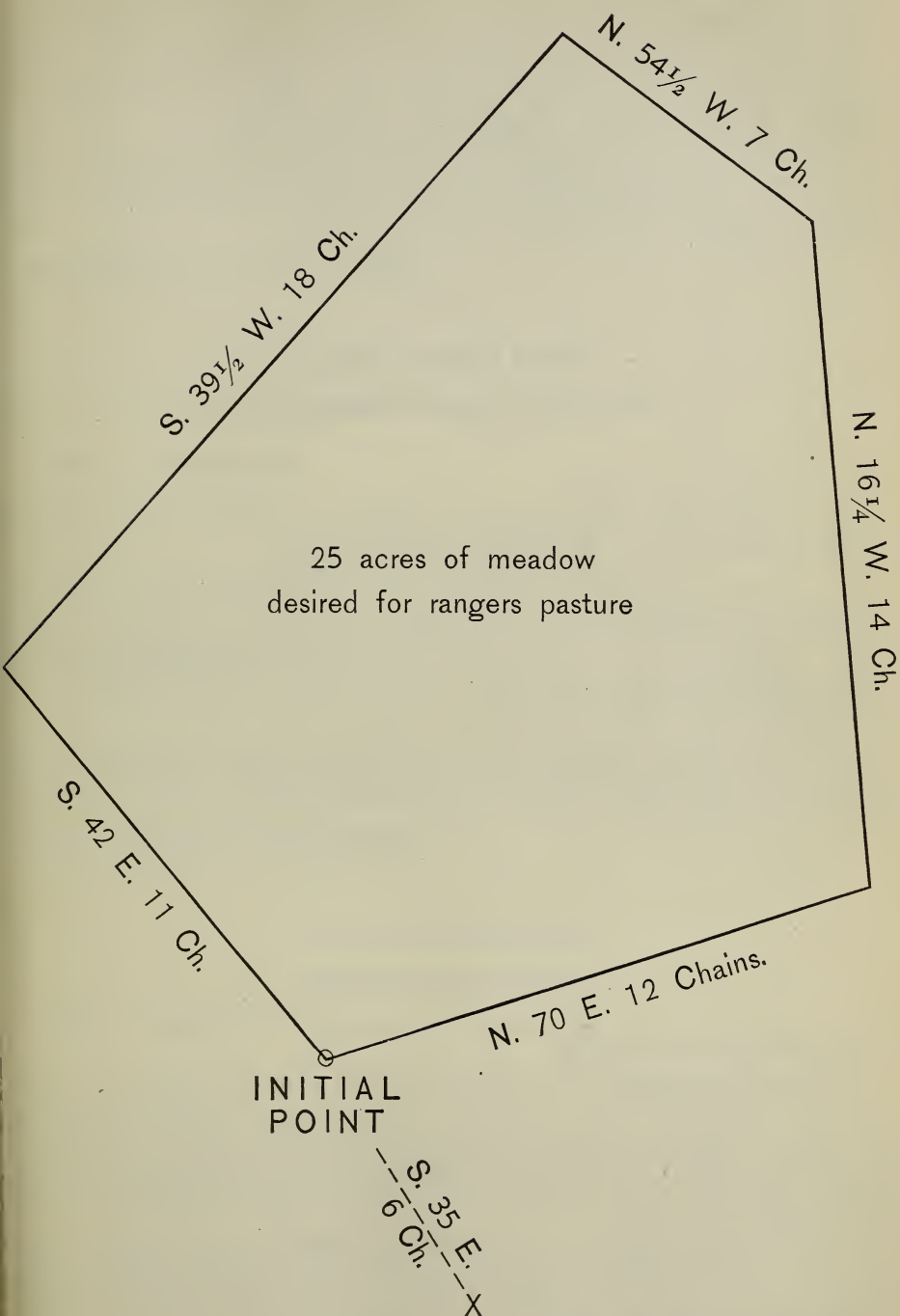
The following is a typical example of descriptions of ranger stations which have been forwarded to the Forester by the officers in charge of reserves:

"About 20 acres pasture south and west of ranger's cabin, Mighty Mountain Camp, on west slope of Mighty Mountain, in approximately section 10, of unsurveyed township 24 north, range 7 east, Mount Diablo meridian."

The description is concise and apparently complete, but you will notice that in order to protect 20 acres of pasture it would be necessary to withdraw 640 acres—all of section 10. Wherever possible, no more land will be withdrawn than the forest officer expects to use.

Where the land is surveyed, confine your recommendation to the smallest legal subdivision that will cover the area desired. Where the lines of the United States survey can not be located, consider the land as unsurveyed.

On unsurveyed land, a diagram (sample attached) must be made showing the area desired for the station. The survey can be made with compass or plane table, and in both cases the distance and direction of each course must be plainly marked on the diagram. Use map sheets printed on tracing cloth which will be sent to you very soon.



Forks of Bitter Creek.

When the United States land survey is not near enough to use as a starting point, use a conspicuous permanent object, for instance, a spring, forks of stream, or road, rock ledge, big tree, or bench mark, and give the approximate location of the starting point from some well-known landmark as a surveyed corner, trail crossing, or spur of divide. Mark your starting point by post, stone pile, or conspicuous blaze. Mark the place of beginning "Initial point."

Please read over your list of ranger stations already sent to the Forester, and commence the survey of stations whose location is not given more definitely than the example at the head of this order. This work is urgent.

WM. L. HALL, *Acting Forester.*

Forest Reserve Order 10

ADVANCE CUTTING IN TIMBER SALES

SEPTEMBER 27, 1906.

To forest officers in charge:

In timber sales when advance cutting is desired by the applicant the following form of agreement should be used:

I, ———, of ———, apply for advance cutting under my timber sale application dated ———, and hereby expressly agree, if this application is allowed by the Forester, to pay the full amount of the highest bid resulting from the advertisement. A deposit of \$—— has been sent the special fiscal agent of the Forest Service at Washington, D. C., to cover the estimated value of such timber as will be cut in advance of advertisement of sale.

Signed in duplicate this — day of ———, 190—.

Advance cutting should only be allowed in cases of unusual emergency, and the reasons of such emergency should be fully explained in an accompanying letter.

WM. L. HALL, *Acting Forester.*

Forest Reserve Order 11

FINAL PROOF NOTICES

OCTOBER 5, 1906.

To forest officers in charge:

Please notice paragraph numbered "(4)," page 21 of the Use Book. There is complaint from local land officers that notices of intention to make final proof are not always returned to them with notation of the forest officer's protest or approval. Henceforward the paragraph numbered "(4)," bottom of page 21, will be modified to read as follows:^a

"(4). When notified by the local land office that a claimant has applied to make proof, in which case they should, during the period of publication if practicable, examine the claim, if not already examined, and make report to the Forester upon the proper form (654 or 655). No report on Form 654 or 655 need be sent to the local land office. Without fail in any case, however, the notice from

^a Paragraph referred to will be found herein at page 66.

the land office must be returned before the time set for the hearing. If the forest officer knows that there is no objection to the claim, his indorsement should be "No protest," followed by his signature and title. If he knows that the claim should not pass to patent or if he does not know surely that it is valid, he should return the report with the following notation: 'The Forest Service protests against this claim and requests a further investigation,' signing his name and title. In all cases he should notify the Forester of his action. If the forest officer does not know about the claim when he receives the notice, he should examine it as soon as possible and send his report to the Forester to be forwarded to the Commissioner of the General Land Office. If the proof is taken near a supervisor's headquarters, he should endeavor to be present to cross-examine the witnesses; otherwise he need not attend the hearing, unless he deems it especially important or is directed to attend by the Forester. He will, in all protests and reports which he files in the local land office, give the names and addresses of witnesses by whom the facts can be proved."

WM. L. HALL, *Acting Forester.*

Forest Reserve Order 12

ENVELOPES FOR TIMBER SALE BIDS

OCTOBER 13, 1906.

To forest officers in charge:

A supply of colored envelopes is being sent you, by mail, under separate cover, for use by persons bidding on advertised sales of timber. These envelopes are to be used to facilitate identification of bids and to prevent the possibility of their being opened by mistake before the day specified in the notice of sale. You should, so far as possible, furnish everyone who is likely to bid on an advertised sale with an envelope and Form 941.

WM. L. HALL, *Acting Forester.*

Forest Reserve Order 13

REVISION OF USE BOOK

OCTOBER 15, 1906.

To forest officers in charge:

From the many questions brought out at the recent supervisor meetings, it is clear that the Use Book must be revised. In order that the Forester may have all possible information officers in charge are instructed to make a thorough study of the present edition, to keep careful notes on all points for criticism or improvement, and to submit before May 1, 1907, a report on the following:

1. Regulations and instructions which fail in clearness and comprehensiveness. Suggest changes.
2. Regulations the policy of which is questionable. Describe fully the working of the regulations on your reserve and the revision advisable.

3. New regulations which you recommend for adoption. Discuss fully.

4. Additions to the Use Book in shape of miscellaneous information and technical instructions which you think desirable. Give reasons.

Officers in charge are more directly affected by changes in the regulations and instructions than any other members of the Service, and the importance of giving this matter careful consideration can not be overestimated. It is desired that the next edition of the Use Book shall be as complete and perfect as possible, and the hearty cooperation of all forest officers is needed.

This report replaces the one called for by the Use Book, page 130.

Very truly, yours.

WM. L. HALL, *Acting Forester.*

Forest Reserve Order 14

FREE USE OF TIMBER FOR THE RECLAMATION SERVICE

OCTOBER 19, 1906.

To forest officers in charge:

Free use of timber is allowed the Reclamation Service by the act of February 8, 1905 (page 152). The Reclamation Service has sent instructions to its engineers that "whenever they desire to obtain timber from forest reserves they shall make application to the forest officer in charge of the reserve."

Applications for such use should be formally made to the Forester through the supervisor, as in the case of other privileges on the reserves, and free use will be granted when the application has been properly approved and the necessary agreement signed. Live timber cut under such free use must be marked for cutting and the usual cutting regulations enforced.

WM. L. HALL, *Acting Forester.*

Forest Reserve Order 15

ANNUAL REPORT ON PERSONNEL

NOVEMBER 9, 1906.

To forest officers in charge:

The annual report on personnel on which the consideration of promotions in the field force will be based (regulation 80) is due in Washington December 1. Forest officers in charge are instructed to prepare this report in accordance with the following outline:

1. Is your present force sufficient for the business of your reserve? What work is being neglected for lack of men? To what extent do users of the reserve complain of inadequate or tardy service? What is the average area of your ranger districts?

2. How do the salaries of your rangers compare with those which they could earn outside the Forest Service? State approximately

the average expenditure of a ranger on your reserve per year for each of the following items: Lodging and subsistence, horses, horse feed, field outfit.

3. Report fully upon each member of your force covering the points outlined below. These reports will furnish the main basis for the promotions of your force to be recommended for January 1. The responsibility for these promotions will rest mainly upon you. Make your statements regarding your men as specific and as plain as possible. Omit nothing that will aid in the consideration of each individual case. Avoid general recommendations covering several men in the same grade.

Name, recommendation as to promotion or reduction in salary, title, or both title and salary, and number of years' service.

Age, physical condition. Ability to perform the work of a ranger.

Occupation and salary before entering the Forest Service.

Ownership or interest in land or other property upon or adjacent to a forest reserve, or in cattle, horses, or sheep grazing upon or adjacent to a forest reserve.

Standing in community, personal habits.

Past and present work in the Forest Service, with particular reference to ability to handle men, attitude toward other members of the service and reserve users, industry, reliability, thoroughness, capacity to prepare reports, kind of work for which best suited.

JAMES B. ADAMS, *Acting Forester.*

Forest Reserve Order 16

EXPENSES OF ADMINISTRATIVE AND INSPECTING OFFICERS ON THE FOREST RESERVES

NOVEMBER 13, 1906.

Administrative and inspecting officers of the Forest Service, including the Forester and associate forester, chiefs of offices, general and technical inspectors, and others engaged in special inspection or investigation, are hereafter required to pay rangers and forest guards for meals taken in their houses, cabins, or camps at the rate of 25 cents per meal. This order is made to prevent any part of the expense of such work from falling on members of the reserve force.

For the same reason the administrative and inspecting officers above mentioned are required hereafter to pay rangers and guards whose horses they may use in the course of their work at the rate of 50 cents per day.

The administrative and inspecting officers mentioned above are required in all cases to offer proper remuneration for lodging, subsistence, or transportation furnished by present or prospective users of the forest reserves.

GIFFORD PINCHOT, *Forester.*

Forest Reserve Order 17

ADVANCE CUTTING IN TIMBER SALES

NOVEMBER 16, 1906.

To forest officers in charge:

The following form for advance cutting in timber sales should be used instead of that given in Forest Reserve Order 10:

— (I or we), —, of —, apply for advance cutting under — (my or our) timber sale application dated —, and hereby expressly agree, if this application is allowed by the Forester, to pay for all timber cut under this agreement prior to the completion of the advertisement the full amount of the highest bid resulting from such advertisement. A deposit of \$— has been sent to the special fiscal agent of the Forest Service at Washington, D. C., to cover the estimated value of such timber as will be cut in advance of advertisement of sale.

Signed in duplicate this — day of — 190—.

The privilege of advance cutting in timber sales does not give the applicant the right to take all the timber at the rate of the highest bid, but gives him only the right to such timber as he cuts before the completion of the advertisement.

JAMES B. ADAMS, *Acting Forester.*

Forest Reserve Order 18

RECOMMENDATION OF NEWSPAPERS FOR ADVERTISEMENTS OF SALES

NOVEMBER 20, 1906.

To forest officers in charge:

In transmitting applications to the Forester for the purchase of timber in amounts to exceed \$100 in value, recommendation should be made, in every case, of the newspaper in which the sale shall be advertised.

GIFFORD PINCHOT, *Forester.*

Forest Reserve Order 19

PREHISTORIC RUINS AND NATURAL OBJECTS

NOVEMBER 21, 1906.

To forest officers in charge:

Under the act of June 8, 1906, the President of the United States is "authorized, in his discretion, to declare by public proclamation historic landmarks, historic and prehistoric structures, and other objects of historic and scientific interest that are situated upon the lands owned and controlled by the Government of the United States to be national monuments," etc. (See page 162.)

The importance of taking steps to preserve these objects has become very apparent, and as soon as possible I wish you would report specifically upon each ruin or natural object of curiosity in your reserve, recommending for permanent reservation all that will continue to contribute to popular, historic, or scientific interest. The report should consist of a complete and detailed description of the object or feature, explaining why it is of interest and the neces-

sity for special measures to insure preservation; and should pay particular attention to the possibility of its being entered under the mineral laws. A map showing its exact location by legal subdivisions, if possible, together with topographic features and character of cover should accompany each report and should show plainly the area recommended for permanent reservation. In all cases the areas selected should be the smallest compatible with the proper care and management of the objects to be protected.

GIFFORD PINCHOT, *Forester.*

Forest Reserve Order 20

PROBATIONARY EMPLOYEES

NOVEMBER 26, 1906.

To forest officers in charge:

Under the rules of the Civil Service Commission original appointments to classified positions in the departmental service are made for a probationary period of six months, at the expiration of which time absolute appointment is made if satisfactory service has been given.

Forest officers in charge are expected to keep the work of the probationary appointees constantly in view, so as to be able to recommend that they be or be not given absolute appointments according as their work is satisfactory or otherwise.

Hereafter forest officers in charge will submit a report to the Forester upon each probationary employee at the end of the fifth month of the probationary employment. The report must definitely recommend either that at the close of their probationary period they be given absolute appointments, or that their services be discontinued.

Officers in charge should realize that this is an opportunity of replacing poor men with more desirable material. If you now have probationary appointees whose services are such as to make their absolute appointment undesirable, please submit your report on their services at once.

GIFFORD PINCHOT, *Forester.*

Forest Reserve Order 21

REIMBURSEMENT FOR EXPENSES IN THE FIELD

DECEMBER 27, 1906.

To forest officers in charge:

After January 1, 1907, all officers in charge will be reimbursed for necessary expenses incurred for board, lodging, and horse feed when absent from their headquarters on official business, and for transportation other than railroad fare when it is not practicable for them to use their own horses. In cases where items for horse hire or stage fare are included in an expense account it will be necessary to accompany the account with a letter explaining the necessity for the expenditure.

Very truly, yours,

JAMES B. ADAMS,
Acting Forester.

Forest Reserve Order 22

RECORD OF LOG SCALE OPEN TO INSPECTION BY PURCHASERS

JANUARY 14, 1907.

To forest officers in charge:

A record of the scale of each log cut under purchase on a forest reserve must be kept on file in the office of the forest supervisor. The detailed log scale showing the contents of each log will be open to inspection by the purchaser at all times, but only in the presence of the supervisor or an inspector.

An approved copy of the weekly abstract of the log scale, in large sales, will be sent to the purchaser as heretofore (the Use Book, page 88), but requests that duplicates of the detailed scale be furnished must be refused.

OVERTON W. PRICE,
Associate Forester.

Forest Reserve Order 23

(Canceling all previous orders and instructions on this subject.)

RANGER STATIONS

JANUARY 18, 1907.

PART 1.—REASONS FOR WITHDRAWING RANGER STATIONS AND SUGGESTIONS FOR GUIDANCE IN MAKING SELECTIONS.

From the answers to reserve order 40 it is evident that officers in charge have in almost every case failed to appreciate the necessity for numerous ranger stations. Recommendations appear to have been based on the present conditions, particularly on the number of rangers composing the present force, and the funds available for cabins, roads, and trails. While future conditions can not be foretold with accuracy, it is plain from the development in regions of similar character in older countries that in the course of time the force of rangers must be vastly increased to administer the reserves. If the present reserves were as well manned as certain European forests, we should have more than 100,000 rangers instead of less than 1,000.

Since available sites for headquarters are scarce and are very liable to be appropriated by private parties under the act of June 11, and the mineral laws, it is very important that the forest service should obtain control at once of all lands which will be needed for administrative purposes.

In selecting stations distinctions should be made between those which will serve as homes for the rangers and those required for use during the summer in patrolling for fire and looking after grazing matters. Sites suitable for the latter purpose are numerous on most reserves, and as they are not apt to be sought by private parties, immediate action toward their selection is not imperative.

But the conditions required for permanent headquarters, sheltered locality, land of agricultural value, water, accessibility, etc., are just

those which make the site of value to individuals, and the Forester deems it imperative to select choice lands which may be needed, so that they may be withdrawn from entry under the act of June 11, and the mineral laws.

The following suggestions are for guidance in making the selections:

PERMANENT SITES.

Description.

1. Ten to 80 or rarely up to 160 acres of land capable of producing hay, grain, and hardy vegetables.
2. Pasture for at least 6 head of stock.
3. Water (permanent).
4. Wood.

The location may be—

1. Near boundary of reserve, along main lines of travel, points of ingress of stock. If lands suitable for the purpose can not be found within the reserve, do not hesitate to recommend lands outside; or
2. In settlements, in or near the reserve when it is important for the accommodation of the public and protection of reserve interests; or
3. Along large streams, lines of travel through the reserve. If possible, sites should not be more than 6 miles apart. It is much better to have too many than too few.

TEMPORARY CAMPS.

Description.

1. Pasture for at least 4 head of stock.
2. Water.
3. Wood.
4. At grazing camps, 1 acre for corrals.

Location.

1. Boundary of reserve, main line of travel, wood roads, important stock centers.
2. Dipping pens.
3. Sawmills, power plants, mines, mills, etc.
4. Summer resorts.
5. In many reserves patrol can be most economically performed from points affording a lookout over a large extent of country, and stations should be established as near these as possible.

Generally, even in the most barren districts, camps will add greatly to the convenience of the force and the efficiency of patrol, and sites should be selected along all important roads and trails. At the most, sites should not be more than 6 miles apart, which would mean one in every township.

In addition to the above-mentioned purposes, all locations needed for nursery sites or other administrative purposes should be selected with as little delay as possible.

All sites withdrawn for administrative purposes will hereafter be classed under the general term "Ranger stations."

PART 2.—DIRECTIONS FOR DESCRIBING SITES.

The tracts which are selected for ranger stations are withdrawn from all appropriation and use under the public land laws. It is therefore essential that they shall be indicated by legal subdivisions of the Government surveys whenever it is possible to do so; and that in all other cases, such a description shall be given as shall render it practicable to readily locate the boundaries of the tract.

All recommendations for ranger stations should, therefore, be submitted strictly in accordance with the following directions:

Diagrams.

1. All descriptions should be submitted in the form of a diagram.
2. The diagrams should be made only on the tracing linen township plates which will be furnished by this office for that purpose.
3. Only black ink, black typewriter ribbon, or, in cases of emergency, black lead pencil should be used in making these diagrams, in order that blue-prints may be made from them.
4. Every site should be given some local name, which should appear upon the diagram.
5. The purposes for which the tract is to be used should be shown and also the area of the tract, approximately at least.
6. When the lands are surveyed and the Government corners can be located:

Indicate on township plats (as directed in paragraph 2 above) by heavily drawn lines the particular subdivisions of sections recommended for withdrawal; being careful to state, on each plat, the township, range, and meridian. (See sample diagram 1 attached hereto.)

When the subdivisions are lotted, great care must be exercised to show the precise location of each lot and the number given it on the Government plat of survey. (See sample diagram 2 attached hereto.)

Your recommendations should also be confined to the smallest subdivisions that will cover the areas desired. For instance, if 40 acres will be sufficient, indicate on the township plat the subdivision embracing the tract, instead of recommending that the entire section be withdrawn.

7. When the lands are unsurveyed, or the corners of the Government survey can not be located:

A diagram of the tract should be made strictly in accordance with the sample diagram 3 attached hereto.

8. Get your distances and directions for this diagram by an accurate survey, except when such a survey can not be made at once and there is danger of losing title to the land, when the lines may be run out by a pocket compass and pacing. In all such cases, however, a second diagram, based upon an accurate survey of the tract, must be forwarded as quickly as possible.

9. Tie your survey in all cases to some conspicuous landmark, such as a corner of a Government survey, a spring, forks of a stream, trail crossing, or other definite object which can be readily relocated.

Indicate the distance and direction from this landmark to the place of beginning in running the boundaries of the tract; which point on the boundary should be marked on the diagram "Initial

point," and should be marked on the ground by a stone pile or conspicuous blaze.

The township and range in which the tract lies should always be stated on the diagram, approximately at least.

General directions.

In revising descriptions which have been previously submitted, each new description should be clearly identified with the one formerly submitted, in order to prevent confusion in the records of this office.

All replies to letters from this office on the subject of ranger stations should make proper reference in the first sentence to the initials O-RS, as directed in the Use Book.

PART 3.—CONFLICTING CLAIMS.

So far as possible, no sites should be selected which are known to contain valuable mineral deposits, or to which there is any valid claim now pending or asserted. But the fact that a tract is covered by an unperfected claim should not prevent its selection, except when there is sufficient evidence that the claim is valid.

Whenever it is necessary to select a tract embraced within an invalid claim, a report on the claim, on the proper blank, should accompany the recommendation for withdrawal. If there are no claims on the sites recommended, this fact should be stated.

Under the act of June 11, 1906, bona fide settlers who were occupying the land they claim on January 1, 1906, have a preference right against other persons but not against the Government. This fact should be fully considered in reporting upon invalid settlement claims.

Special attention is, however, directed to the fact that, since the act of June 11, 1906, allows only such lands to be entered for agricultural uses as are not needed for public purposes, applications to have lands listed under that act should not be allowed to influence in any way your recommendations for ranger stations. Any conflicts between applications for lands under the act of June 11 and the supervisor's recommendations for withdrawal for ranger stations will be settled by the Forester.

Whenever you believe that a desirable site is covered by an illegal mining location, the tract should be at once recommended for withdrawal. This recommendation should be accompanied by a report upon the mining claim, submitting evidence sufficient to justify a recommendation by the Forester for its annulment.

OVERTON W. PRICE,
Associate Forester.

Forest Reserve Order 24

PASTURE PERMITS

JANUARY 30, 1907.

To forest officers in charge:

Holders of pasture special-privilege permits are not required to apply for new permits each year. Pasture permits remain in effect

from year to year, the same as other special-privilege permits, until revoked by the Forester or until the permittee has no grazing permit. Of course, as provided in each pasture permit, the payments must be made yearly, and the permittee has no right to use the pasture except in connection with a grazing permit and for the part of the year covered by the grazing permit. Forest officers in charge should endeavor to prevent any unauthorized use of pastures and promptly report any such trespass.

JAMES B. ADAMS,
Acting Forester.

Forest Reserve Order 25

YEARLY PAYMENTS FOR SPECIAL PRIVILEGES

JANUARY 30, 1907.

To forest officers in charge:

The Forester will in all cases notify special-privilege permittees, through the forest officers in charge, when the second and subsequent yearly payments become due. Therefore the forest officers in charge need not give such notices except when forwarding them for the Forester. Forest officers in charge should note all payments for special privileges on the cards upon receipt of the certificates of deposit to be forwarded to the permittees.

JAMES B. ADAMS,
Acting Forester.

ALEXANDER ARCHIPELAGO FOREST RESERVE

JANUARY 15, 1907.

The honorable the SECRETARY OF AGRICULTURE.

SIR: From an inspection of the Alexander Archipelago Forest Reserve, Alaska, made last summer by Mr. F. E. Olmsted, assistant forester, it was found that many of the regulations now in effect were not suited to the peculiar local conditions and worked unnecessary hardship on those doing business with the reserve. The regulations of the Use Book were drawn up with special regard to conditions in the United States only and the people of the district of Alaska have recently complained, with very good reason, against certain restrictions which are entirely unnecessary and wholly inconsistent with Alaskan conditions.

It is the policy of the Forest Service to bring about the utilization of forest-reserve resources in a businesslike way and with the least possible hindrance to the users. I therefore wish to lay before you the following proposed changes in the present regulations, which in my opinion will greatly relieve the situation. These changes will apply to Alaska only.

Regulation 1 should be slightly changed in order to conform with the intention of allowing the free use of timber and the construction of trails without permit. It should read as follows:

REGULATION 1. Persons having valid claims under the public land laws or legal titles to lands within forest reserves are free to occupy and enjoy their holdings, but must not interfere with the purposes for which the reserves are created, and must not cut timber or make use of forest reserve land without a permit, except within the limits and for the actual development of their claims, or except under regulation 11 providing for the free use of timber by individuals, and regulation 35, allowing the construction of trails, without permit. Any other use will constitute trespass.

Regulations 5 and 6 should be worded so as to conform to the intention of allowing the forest supervisor to grant certain permits for the use of forest reserves. They would then read as follows:

REGULATION 5. Permits for the use of the forest reserves, unless otherwise specifically fixed by regulation, may be granted by the Forester or forest supervisor for any term consistent with forest reserve interests. If, however, land covered by any permit is excluded from a reserve, the permit then expires. The Forester or forest supervisor may also make a reasonable charge for any permit, right, or privilege.

REGULATION 6. Permits are not assignable, and abandonment in favor of another necessitates new application and permit. In case of abandonment and issuance of new permit the original permittee may sell his improvements to the new permittee, and any payments made by

him may apply on the new permit, in the discretion of the Forester or forest supervisor. (Appendix, p. 153.)

The officer in charge of the Alexander Archipelago Forest Reserve has recently been made a special fiscal agent. This was very desirable in order to avoid the serious delays and inconveniences which resulted from the old requirement that all moneys must be submitted to the special fiscal agent at Washington and that payments must be made in certain specified forms. Regulation 7 should therefore be changed as follows:

REGULATION 7. The special fiscal agent, Forest Service, Ketchikan, Alaska, is authorized to receive all payments to the Forest Service from Alaska. Forest officers, except special fiscal agents, are prohibited from receiving any payments. Payments may be made in any form of legal tender and must be accompanied by printed form letters of transmittal (Form 861), which will be furnished the payor by the forest officers. The letter of transmittal must designate the transaction on account of which the payment is made, and must be signed by the payor and the forest officer conducting the transactions. A duplicate of the form letter of transmittal, signed only by the forest officer, must at the same time be sent to the Forester.

Regulation 9 should be changed as follows, in order that the supervisor may demand and approve all necessary bonds connected with reserve business which he is now authorized to transact himself.

REGULATION 9. The Forester, or forest supervisor, may demand and approve such bonds, require such stipulations, and approve and execute such leases and other contracts as are required or permitted by law or these regulations, or as the Secretary of Agriculture is required or permitted to demand, approve, require, or execute in matters affecting the Forest Service, except contracts for advertising.

It is proposed to allow the free use of timber and wood to individuals without permit, and regulation 11 should therefore be changed as follows:

REGULATION 11. Without permit, and free of charge, settlers, farmers, prospectors, fishermen, or similar persons residing within or adjacent to forest reserves are granted the privilege of taking green or dry timber from the forests, and driftwood, afloat or on the beaches, for their own personal use, but not for sale; provided that the amount of material so taken shall not in any one year exceed 20,000 feet board measure, or 25 cords of wood; and provided further that the persons enjoying this privilege will, on demand, forward to the supervisor a statement of the quantity of material so taken and a description of the location from which it was removed.

Under permit from the supervisor, schools, road districts, churches, and noncommercial cooperative organizations may be granted the free use of timber and wood in amounts not to exceed \$100 in any one year. (See also regulation 27, regarding free use of timber in connection with rights of way and occupancy.)

The timber business in Alaska should be carried on with much less delay and should be largely transacted right on the ground. To provide for this, regulation 15 should be changed as follows:

REGULATION 15. The forest supervisor is authorized to sell not over 1,000,000 feet, board measure, of green or dead timber; deputy forest supervisors, and such other forest officers as the supervisor may designate, are authorized to sell green and dead timber in amounts not

exceeding \$100 in value; the Forester is authorized to make sales for amounts exceeding 1,000,000 feet, board measure, and to delegate this authority in special cases.

The law now provides that timber cut from forest reserves may be exported from Alaska. There is a good deal of misunderstanding about this, and regulation 20 should be amended as follows:

REGULATION 20. Timber cut from any Alaskan forest reserve may be exported from the district and sold in any market anywhere, upon certification by the forest supervisor that the timber has been purchased and cut from a forest reserve.

The change in regulation 15 will necessitate a change in regulation 23, as follows:

REGULATION 23. Advertisements of sales must announce the time and place of filing bids and the location and approximate amount of timber, and will refer intending purchasers to the forest supervisor for full information. Before any advertisement based upon application is published the applicant is required to deposit with the special fiscal agent of the Forest Service a sum sufficient to cover the cost of advertising. If the depositor be the successful bidder, this deposit is credited on the purchase price of the timber, but if the timber is awarded to another the deposit is returned. If the applicant should fail to bid during the time fixed for filing bids, the deposit may, at the discretion of the Forester, be retained to pay the cost of advertising. A deposit to be specified in the advertisement must at the same time be sent to the special fiscal agent, Ketchikan, Alaska. The right is reserved to reject any or all bids.

Where the sale is for 1,000,000 feet or less, board measure, bids must be sent direct to the special fiscal agent, Forest Service, Ketchikan, Alaska; when the sale is for over 1,000,000 feet, board measure, bids must be sent to the Forester, Forest Service, Washington, D. C.

Remittances in all cases must be sent to the special fiscal agent, Ketchikan, Alaska, and checks or orders made payable to him.

Road building in Alaska or the clearing of land for any other purpose is so difficult and expensive that it should be allowed with just as little restriction as possible. It should be encouraged in every way possible. Regulation 27 should therefore be amended as follows:

REGULATION 27. When a right of way or other special privilege is granted within a forest reserve the supervisor may, in his discretion, allow the cutting of timber without charge or may, without advertisement, fix the price and require payment for all timber cut or destroyed on forest reserve land occupied in direct connection with the enjoyment of the privilege.

Regulation 31 should be amended as follows:

REGULATION 31. The Forester and forest supervisor may issue permits for special privileges within forest reserves, with such restriction as to area, time, terms, and surety as they may deem best, and they may, in their discretion, extend, renew, or revoke any such permit.

The supervisor should be authorized to grant permits under regulation 33, which will necessitate an amendment as follows:

REGULATION 33. Hotels, stores, mills, fisheries, limekilns, residences, and similar establishments will be permitted upon forest reserve lands wherever the demand is legitimate and consistent with forest reserve interests. Permits may be granted by the supervisor.

Regulation 35 should be changed as follows:

REGULATION 35. Trails on forest reserve lands may be constructed, extended, or repaired without permit. Wagon roads may be constructed, widened, extended, or repaired when needed, but permit must first be obtained from the supervisor. Permits will not give any right to exclusive use or to charge toll or against future disposal of the land by the United States.

Regulation 41 should be amended so as to give the supervisor more authority:

REGULATION 41. Permits for all privileges mentioned in regulation 40 may be granted by the supervisor, except those involving the use of water for commercial purposes.

Likewise regulation 42:

REGULATION 42. Permits for private railroads and tramroads and telegraph, telephone, and power transmission lines may be granted by the supervisor.

Under the statement of trespasses forbidden by acts of Congress Clause I should be amended to conform with the change in regulation 11:

CLAUSE 1. Cutting, destroying, or removing timber or other forest products from land in a forest reserve without a permit, except under regulation 11 providing for free use by individuals or without having a valid claim to the ground on which such timber or product grows, except the small quantities actually needed by transients while within forest reserves. (Appendix, pp. 147, 173.)

The chief objects in all the amendments mentioned above are to bring about a prompt use of forest reserve resources, to put the business just so far as possible in the hands of the officer on the ground, and to do away with petty restrictions which are wholly uncalled for in a country like Alaska.

A general revision of the Use Book is now under way, and when completed it is proposed to issue a special circular for public distribution in Alaska, containing the regulations which apply to that district only. It is quite essential, however, that the above changes be made in advance of the general revision, and I respectfully recommend that you approve them, to take effect February 15, 1907.

Very respectfully,

(Signed)

OVERTON W. PRICE,
Associate Forester.

Approved January 17, 1907.

(Signed)

JAMES WILSON, *Secretary.*

Weather Bureau

INSTRUCTIONS TO STORM-WARNING DISPLAYMEN

U. S. DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU,
Washington, D. C., September 1, 1902.

The following instructions to storm-warning displaymen, Weather Bureau, are published for the information of all concerned, being a modification of those promulgated February 1, 1892, and January 1, 1896.

WILLIS L. MOORE,
Chief U. S. Weather Bureau.

INSTRUCTIONS

Warnings of the approach of windstorms will be published by the display of flags by day and lanterns by night, in connection with bulletins posted and reports furnished to newspapers, mariners, and others interested.

As it is impracticable to establish full reporting stations at all ports where it is necessary to display storm warnings, arrangements have been made to display them at the most desirable points by employing displaymen to attend to the warnings and render monthly reports on Form 1033. Stations of this class are called storm-warning display stations.

For the purpose of obtaining prompt communication by mail and telegraph and to relieve this Office of the routine duties in connection with the management of these stations they are grouped in sections and each section placed under charge of a neighboring Weather Bureau station, which is designated the section center.

Orders to display warnings are sent to the official in charge of the section center, or to the displayman direct, who at once distributes them.

1. The duties of displaymen consist in hoisting and lowering the proper warnings, in compliance with orders received by telegraph or telephone, making a thorough distribution to the shipping interests of the information telegraphed with the warning orders, and in rendering monthly and semiannual reports.

2. With few exceptions displaymen will receive all their instructions from, and render all reports and bills for services to, the officials in charge of their respective section centers.

3. The display station at ——— is in ——— section and will be under the supervision of the official in charge at ———.

4. Official communications by mail should be addressed to the official in charge, U. S. Weather Bureau Office, _____.

5. The equipment of each display station will consist of—

1 book, Instructions to Storm-Warning Displaymen.	6 pens.
2 storm flags (red with black center).	100 penalty envelopes, addressed "Weather Bureau Office."
1 white pennant.	1 penholder.
2 red pennants.	3 No. 2 black lead pencils.
1 red lantern.	30 Forms 1033.
1 white lantern.	5 Forms 1090 A.
1 set of halyards.	50 Forms 1043 B.
1 quire letter paper.	10 Forms 2035.

6. Timely requisition will be made on the section center for such supplies as are required. The stationery above enumerated is the amount allowed for one year.

7. At such stations as are not equipped with the standard steel towers the flagstaff should be upon the roof of a building, if a good location on the ground can not be secured, and equipped with a set of halyards.

8. If at any time the staff or tower upon which the display is made becomes disabled, the displayman should take steps to secure the use of a staff pending the repair of the injured staff or tower, but in doing this he will incur no expense without being previously authorized by the Chief of the Weather Bureau.

STORM, WIND-DIRECTION, AND HURRICANE WARNINGS.

9. The warnings adopted by this Bureau for announcing the approach of windstorms are as follows:

1. *The storm warning.*—A red flag (8 feet square) with black center (3 feet square) with a red or white pennant above or below it, indicates that the storm is expected to be of marked violence.

2. *The red pennant* (8 feet hoist and 15 feet fly) displayed with the flags indicates easterly winds—that is, from northeast to south, inclusive, and that the storm center is approaching.

3. *The white pennant* (8 feet hoist and 15 feet fly) displayed with the flags indicates westerly winds—that is, from north to southwest, inclusive, and that the storm center has passed.

4. When the red pennant is hoisted above the storm signal, winds are expected from the northeast quadrant; when below, from the southeast quadrant.

5. When the white pennant is hoisted above the storm flag, winds are expected from the northwest quadrant; when below, from the southwest quadrant.

6. *Night warnings.*—By night a red light will indicate easterly winds; a white light above a red light will indicate westerly winds. No night hurricane warnings are displayed.

7. *The hurricane warning.*—Two storm flags (red with black centers), displayed one above the other, are used to announce the expected approach of tropical hurricanes, and also of those extremely severe and dangerous storms which occasionally move across the Lakes and the northern Atlantic coast.

10. No distinctive night hurricane warning will be displayed, but when this warning is ordered during the day and is not lowered or changed before dark, the night storm warning will be displayed, the direction to be determined by the information contained in the message accompanying the order to hoist.

When orders to hoist this warning are received at any Weather Bureau station, every effort will be made by the officials and employ-

ees of the Bureau to give the warnings the widest possible distribution, and all vessels will be notified that it is dangerous to leave port.

The officers of the Customs Service, the Life-Saving Service, the Revenue-Cutter Service, and the Light-House Service have been directed by the Secretary of the Treasury to assist the Weather Bureau in this matter by displaying the hurricane warning and by disseminating, so far as practicable, any information regarding storms and hurricanes that may be furnished them by this Bureau. The flags for use in this connection will be furnished by this Bureau.

Officials in charge of regular and special storm-warning display stations will communicate with such of these officers as may be stationed in their vicinity and arrange for their effective cooperation in the carrying out of these instructions.

The following is an example of an order to hoist warnings:

WASHINGTON, D. C., *February 1, 1897.*
(Forwarded from Boston.)

To displayman, Marblehead, Mass.:

Northeast storm warning at 10.10 a. m. Storm of slight energy in Tennessee, moving easterly.

MOORE.

Warnings will be changed in about the following words, viz: "Change to southwest at 9.20 p. m."

All time used in orders is seventy-fifth meridian time, and displaymen must make the necessary correction in order to reduce it to their standard time.

11. The displayman, upon receiving a storm-warning order, will hoist the warning and bulletin the order in as many conspicuous places as possible.

12. The hoisting and lowering of warnings must be done promptly.

13. Displaymen will receive with the order to hoist, and as often during the display as the forecast official considers necessary and practicable, a brief statement, giving the location of the storm center and the probable direction in which it will move. This information will be given as wide a circulation as the means in the possession of the displaymen permit and the needs of the public demand.

14. Warnings will not, under any circumstances, be hoisted by displaymen, except by orders from the section center, or from Washington.

Warnings will remain displayed twenty-four hours and no longer from the time specified in the order to hoist, change, or continue them, unless a subsequent telegram is received ordering them down.

15. During a display, lanterns will be lighted about sunset.

16. The cardboard bulletins, Form 1090-A, will be displayed at points most accessible to vesselmen, and copies of all warning messages written on Form 1043-B and attached thereto.

17. Everything connected with the station must be kept in perfect order, the lanterns constantly filled and trimmed, and there must be no delay in complying with all orders.

MONTHLY REPORTS.

18. A monthly report will be prepared on Form 1033 at each display station, the columns of which will be filled up with the data called for by the headings, and a note will be made in connection with each warning hoist as to whether it was a storm or hurricane warning.

19. The direction from which the wind is blowing will be designated by the eight principal points of the compass—north, northeast, east, southeast, south, southwest, west, northwest.

20. Newspaper clippings concerning storms or displays should be pinned to Form 1033.

21. If a warning is up at the end of the month, Form 1033 for that month will be retained until the warning is lowered, and the complete history of the warning given on that form.

22. If a warning is up at the beginning of the month, no data for that warning will be given on Form 1033 for that month.

23. Form 1033 will be forwarded to the official in charge, Weather Bureau, ———, not later than the second of the succeeding month, except when delayed, as explained in paragraph 21.

24. The original record of the warnings will be kept by entering on Form 1033, from time to time as they occur, all the facts in relation to each storm. The original copy will be forwarded, as explained in paragraph 23, and a duplicate filed at the station.

25. When a displayman is temporarily absent from his station and can not sign Form 1033, he should instruct the person whom he has designated to attend to the duties during his absence to sign this form as "agent for displayman," but the bills and vouchers for services must, in all cases, be made and signed by the regularly employed displayman.

26. The instructions given on the back of Form 1033 as to the manner of preparing this report must be strictly complied with.

27. Displaymen, except those who serve gratuitously, will be paid a certain sum per month, and that amount will cover all expenses, including compensation, special delivery, matches, oil, and keeping the flags in repair. The flags, halyards, lanterns, official forms, penalty envelopes, and stationery will be supplied from the office of the Chief of the Weather Bureau.

28. Whenever a displayman is relieved, all Government property in his possession at the time will be turned over to his successor, and proper receipts, in duplicate, taken therefor, one copy to be forwarded to the proper center at once.

29. The Chief of the Weather Bureau reserves the right of withholding payment from any person who persistently neglects to make his reports accurately and forward them promptly.

30. Timely requisition will be made upon the official in charge for blanks, stationery, etc., whenever such supplies are required; the needs of the station must be anticipated in time to give the proper notice, and to allow time for the papers to reach this office, and the authority to issue therefrom.

SEMIANNUAL REPORT.

31. Form 2035, semiannual report of signal equipments and stores, will be made out in duplicate, at the end of each six months, viz, June 30 and December 31 of each year. One copy will be mailed to the official in charge, U. S. Weather Bureau Office, ———, within ten days after the end of the period for which it is the report, and the other will be filed for future reference.

32. The following articles of Government property are "expendable," and need not be entered on Form 2035: Blank forms, pens,

penholders, pencils, and other articles of stationery. The other articles enumerated in paragraph 5 are not expendable, and in the event of any of them becoming unserviceable, by ordinary wear and tear, they must not be thrown away or destroyed but laid aside to be disposed of by this office. This applies to broken lanterns and torn or unserviceable flags. They will be accounted for on Form 2035 the same as if they were in serviceable condition, and will not be dropped from that report by the displayman until he receives authority to do so.

33. Form 2035 will be made up in the following manner, after the headings have been filled in:

The data to be noted in the column headed "On hand from last report," will be copied from the column headed "On hand to be accounted for" from the previous Form 2035. In the column headed "Received during month of ———" will be noted, under the proper heading, any property that has been received during the six months. If the names of any of the articles received are not given in the printed list of property, they will be written in the blank spaces provided for the purpose and the number or quantity of each noted in the proper columns. In the column headed "Total" will be entered, under each item, the amount on hand from last report and what may have been received during the six months. In the column headed "Issued, expended, and returned ———" will be noted under each heading the amount of property that has been expended or returned to the section center during the six months. In the column headed "On hand to be accounted for ———" should be entered under each heading the amount in the column headed "Total," less the amount that has been returned to the section center and expended.

34. When a displayman is relieved from charge of a station he will make out, as a final report of property, three copies of Form 2035; one to be forwarded to the observer in charge of the section center, as per paragraph 35, one for file at the station, and the other he will keep for his own information and protection in case discrepancies are found.

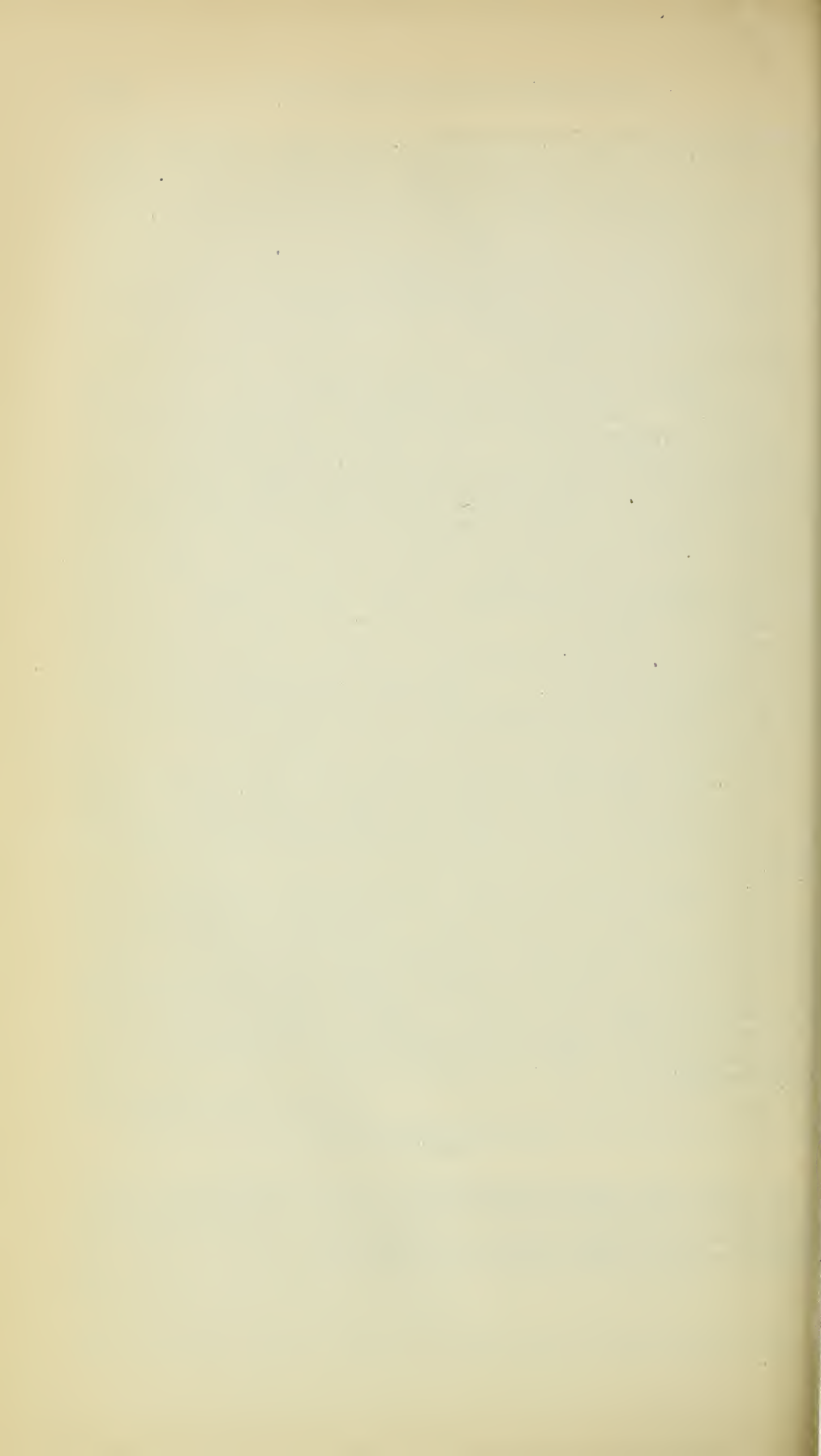
35. In making this final report of property the displayman will take up as "On hand from last report" all property for which he was accountable on his last Form 2035, also such property as may have been received since the last semiannual report was rendered; carry the whole list down to the column for "Total;" then, after deducting all articles expended, or returned, to date of transfer, he will report the remainder of the property as "On hand to be accounted for."

36. Immediately under the certificate, at the bottom of the form, will be written:

I certify I have this day received from —— (name of former displayman) the above-mentioned articles in good condition, except as mentioned on margin.

(Name of new displayman) ——.

37. The newly employed displayman, before signing this certificate, should verify each article on this report, to assure himself that everything is on hand as stated, as his signature to this certificate is the former displayman's receipt for the property.



INSTRUCTIONS FOR CORN, WHEAT, COTTON, SUGAR, AND RICE REGION SERVICE

The corn, wheat, cotton, sugar, and rice crops of the United States represent values exceeding a billion dollars annually, and the many disasters to which they are exposed from drought, floods, violent storms, and sudden or decided changes in temperature have created a demand for such information as can be used in determining, at frequent intervals, the condition of these crops.

To meet this demand, the Weather Bureau of the Department of Agriculture has provided a system of daily reports of maximum and minimum temperatures, rainfall, state of weather, occurrence of frost, destructive storms, etc., during the season of planting, cultivating, and harvesting. Such information is collected from about 280 stations, so distributed as to furnish data from the most important districts in which the several crops are cultivated, and daily bulletins are issued from selected district centers, under which the substations are grouped, giving in detail the data collected from all stations under the respective centers, together with the averages from all other districts.

The corn and wheat, cotton, and sugar and rice regions are divided into districts and arranged to prevent overlapping of territory, which would produce errors in the preparation of the temperature and rainfall reports. Each district has a center for the collection of reports from the several substations, and the name of the center is the designation of the district.

Following is a list of "centers" of the several districts:

CORN AND WHEAT REGION.

Chicago, Ill.	Indianapolis, Ind.	Minneapolis, Minn.
Columbus, Ohio.	Kansas City, Mo.	Omaha, Nebr.
Des Moines, Iowa.	Louisville, Ky.	St. Louis, Mo.

COTTON REGION.

Atlanta, Ga.	Memphis, Tenn.	Oklahoma, Okla.
Augusta, Ga.	Mobile, Ala.	Savannah, Ga.
Charleston, S. C.	Montgomery, Ala.	Vicksburg, Miss.
Galveston, Tex.	New Orleans, La.	Wilmington, N. C.
Little Rock, Ark.		

SUGAR AND RICE REGION.

New Orleans, La.

OFFICIALS IN CHARGE OF DISTRICT CENTERS

As erroneous records are misleading and valueless, proper exposure of instruments is of the first importance. Officials in charge of district centers should see that instruments at substations are given proper exposure. The exact location of thermometer shelters and rain gages should be ascertained and recorded on Form 4029.

Officials in charge of district centers will see that observers at substations are thoroughly acquainted with and prompt in the performance of their duties. The observer at each substation should be fully informed as to the time the telegraphic report should be filed to insure its receipt at the district center in time to be included in the district averages telegraphed to other centers.

Whenever the service at a substation is unsatisfactory, action will be taken for its improvement, and if the fault be due to neglect on the part of the observer the duties will be placed in other hands. At the beginning of each season the official in charge at the district center will forward to the central office a list of observers in his district who are to serve for the ensuing season. The list, besides showing in full the name of the observer, should give his birthplace and residence (State). Changes in the personnel of observers should be reported promptly to the central office, with particulars as to date the retiring observer relinquished and his successor assumed the duties of the station. A statement showing birthplace and legal residence of the new observer should accompany the request for his employment.

In employing corn and wheat, cotton, and sugar and rice region observers preference will always be given to persons cooperating as voluntary observers.

Each station should be supplied with:

- 1 instrument shelter with lock and key.
- 1 board with support for thermometers.
- 1 maximum thermometer.
- 1 minimum thermometer.
- 1 rain gage.
- 1 rain-gage support and crate combined.
- 2 rain-gage measuring sticks.

Also a supply of penalty envelopes, addressed "U. S. Weather Bureau Office;" Form 1005; Form 2035; Form 3024; postal cards, duplicates of Form 3024; Form 4029; and carbon sheets.

All supplies will be furnished by the district center.

The necessary blank forms, stationery, etc., will be furnished to each observer, and in no case will they be purchased by him.

OBSERVERS AT SUBSTATIONS

The duties of observer consist in taking and recording one observation daily, of (1) maximum temperature; (2) minimum temperature; (3) amount of rainfall during past twenty-four hours; (4) direction of wind at time of observation; (5) state of weather at time of observation; (6) occurrence of light or killing frost, severe storms, tornadoes, or violent thunderstorms; and telegraphing the reports daily (except Sundays and legal holidays) to designated district centers, the messages to be written on Form 3024. The observations must not be

taken later than 8 a. m., seventy-fifth meridian time, but there is no objection to taking them a half hour earlier. The report must be filed at the telegraph office not later than 8.10 a. m., preferably by 7.45 a. m., seventy-fifth meridian time.

The observers receive their instructions from and render all reports to the Weather Bureau officials in charge of their respective centers, and are expected to take voluntary observations daily and report monthly by mail to the official in charge of the climate and crop section of their State during the winter season.

Any change made in the location of instruments at a substation should be promptly reported to the official in charge of the district center, who will inquire into and see that the new location affords satisfactory exposure.

Timely requisition will be made upon the Weather Bureau official of the district center for additional blanks and stationery. All communications should be addressed to the official in charge of the district center.

Whenever public property at a substation becomes unserviceable from ordinary use, breakage by accident, etc., the observer will immediately notify the district center, reporting the name of the unserviceable article and the nature and extent of damage. When repairs can be made at the station, the probable cost should be stated. No expense is to be incurred at substation without special authority.

Instructions for use, care, and exposure of thermometers and rain gages will be found in the latest edition of Instructions for Voluntary Observers, a copy of which will be furnished upon application to the official in charge of the section center.

Form 1005-Met'l will be made in triplicate, two copies to be forwarded to the official in charge of the district center not later than the 2d of the following month, and the other copy retained at the station for reference. All sums and averages and the summary on right margin of the form may be omitted from the copies furnished the district center.

Temperatures will be recorded to the nearest whole degree.

Rainfall will be measured and recorded in inches and hundredths.

Direction of wind at time of observation is to be recorded.

State of weather will be determined and recorded with reference to the degree of cloudiness and whether precipitation is falling; thus, when the sky is three-tenths or less covered with clouds, record "Clear;" from four to seven tenths, "Partly cloudy;" eight to ten tenths, "Cloudy;" and "Sprinkling," "Light rain," "Heavy rain," "Light snow," "Heavy snow," "Sleet," "Hailing," "Threatening," "Clearing," when these conditions exist at time of observation.

When light fog, light haze, or light smoke is observed with no clouds, the state of the weather will be recorded "Clear." When dense smoke, dense fog, or dense haze is observed, the state of the weather will be recorded as "Smoky," "Foggy," or "Hazy," as the case may be.

When the conditions are threatening, with no rain, although attended by thunder or lightning, state of weather may be recorded "Cloudy," with "Threatening" written immediately after.

When a thunderstorm is prevailing at time of observation, "Thunderstorm" will be entered after state of weather, in same column. If

rain is falling at time of observation and has been preceded within an hour by thunder or lightning, "Thunderstorm" will also be entered after the word indicating state of weather and in same column.

When frost has occurred at or near the station the word "Frost" (if light frost), or "Killing" (if the frost is destructive to vegetation), will be written in the telegraphic report (Form 3024) after the word expressing rainfall, or absence of rain.

If a destructive storm, tornado, or violent thunderstorm has occurred at or near the station within the past twenty-four hours, the words "Destructive tornado" or "Destructive thunderstorm," as the case may be, will be written at the end of the message.

Form 3024 will be used for filing daily telegraphic report of observation; a duplicate of the report will be made on postal card and mailed to district center.

The first word after the address, on Form 3024, will be that for maximum temperature followed in order by words expressing minimum temperature, direction of wind, state of weather, rainfall (or its absence) during past twenty-four hours, frost, thunderstorms, etc. Figures must not be used in the telegrams to indicate temperature, rainfall, etc. The words are to be plainly written. Less than 0.01 inch of rainfall will be telegraphed "Trace;" 0.01, 0.02, 0.03, etc., will be telegraphed "One," "Two," "Three," etc.; 0.10, 0.11, 0.12, etc., will be telegraphed "Ten," "Eleven," "Twelve," etc.; 1.00, 2.00, 3.00, etc., will be telegraphed "One inch," "Two inches," "Three inches," etc.; 1.01, 1.02, 1.03, etc., will be telegraphed "One one," "One two," "One three," and so on for the greater amounts. When there is no rain the word "No" will be telegraphed.

[Specimen of telegraphic report.]

FORM 3024—TEL.

(Telegram sent.)

U. S. DEPARTMENT OF AGRICULTURE.

WEATHER BUREAU.

No.	Time filed.	Check.
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Send the following message: '

Milan, Tenn., May 1, 1903.

To Observer, *Memphis.*

Fifty-four. Thirty-six. West. Cloudy. One twelve. Frost. Destructive storm.

JONES.

Observations will be made at the usual hour on Sundays and holidays, and reports forwarded by telegraph on the day succeeding the Sunday or holiday at the time of the current day's report, the Sunday or holiday report to be preceded by the name of the day of the week, Sunday, Monday, Tuesday, etc., as the case may be. When legal holidays occur on Monday, the combined Sunday and Monday reports will be telegraphed as usual.

[Specimen of combined telegraphic report.]

FORM 3024—TEL.

(Telegram sent.)

U. S. DEPARTMENT OF AGRICULTURE.

WEATHER BUREAU.

No.	Time filed.	Check.
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Send the following message:

*Milan, Tenn., June 15, 1903.*To Observer, *Memphis.*

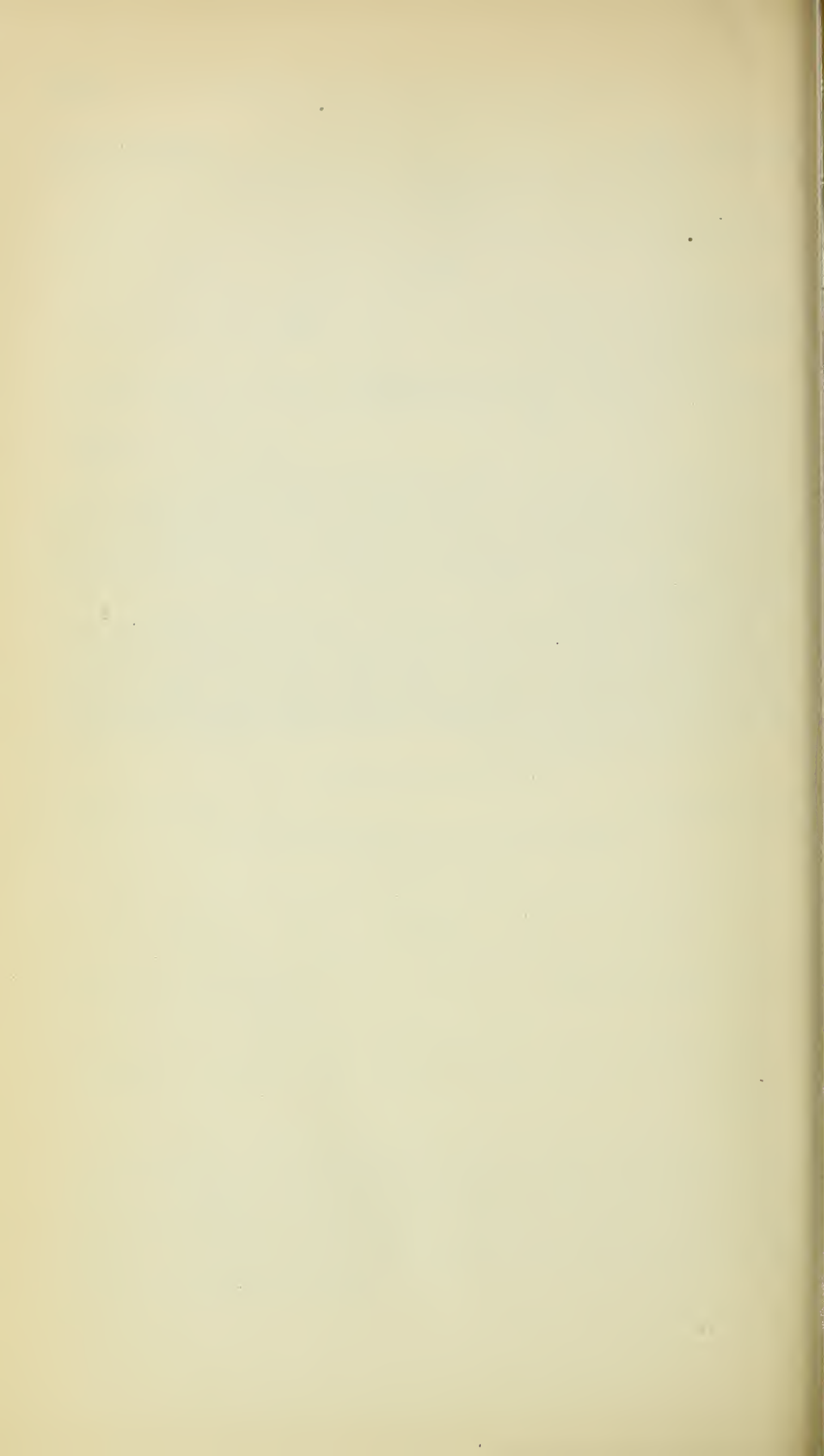
*Sixty-eight. Fifty-two. Southwest. Partly cloudy. Fourteen. SUNDAY: Sixty-one
Forty-two. Southeast. Cloudy. No.*

JONES.

The pay of observers is 20 cents per observation when taken, recorded, and telegraphed to the district center in accordance with instructions. The Bureau reserves the right of withholding payment from any observer who neglects to make his reports accurately and promptly, and pay will not be allowed for reports not promptly filed at the telegraph office.

When, from any cause, an observer is temporarily absent and can not sign Form 1005, he should instruct the person whom he has designated to take the observation during his absence to sign this form as "Agent for observer," but the bill and vouchers for services will in all cases be signed by the observer who has been regularly employed.

S. Doc. 398, 59-2, pt 2—14



INSTRUCTIONS FOR SPECIAL RIVER AND RAINFALL OBSERVERS

U. S. DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU,
Washington, D. C., October 1, 1904.

The accompanying instructions to special river and rainfall observers, Weather Bureau, are published for the information of all concerned.

WILLIS L. MOORE,
Chief U. S. Weather Bureau.

OBJECT OF RIVER AND RAINFALL OBSERVATIONS

The river and rainfall stations of the Weather Bureau are maintained primarily for the purpose of giving warning of the approach of high water, but they are also of great benefit to navigation, the daily records of river stages and precipitation affording much valuable information, particularly during seasons of low water.

DISTRICT CENTERS.

For the better supervision and control of the work, the special stations are arranged in districts. These districts are under the direction of officials at regular meteorological stations of the Weather Bureau (designated the district centers), and are usually at the lower end of the district.

All correspondence relating to the work of substations, the furnishing of supplies, renewal of gages, settling of accounts, employment of observers, etc., is conducted through the official in charge at the district center to which the station is assigned.

Observers are furnished with penalty envelopes for correspondence with the district center and with the central office in Washington, D. C. No postage is required on letters regarding the work of the station when inclosed in penalty envelopes.

Persons accepting positions as special river and rainfall observers of the Weather Bureau become authorized agents of the United States, and are amenable to the laws in case of neglect of duty.

River gages are constructed at the expense of the United States, except where in cases previous to the establishment of river stations there are gages already in existence, the property of municipalities,

counties, townships, or corporations, in which cases there will be no gages erected if permission can be obtained to use those already installed.

Duplication of gages will be avoided when possible, both in the interest of economy, and to prevent confusion arising from double records of stages.

The records of stages are carefully preserved at Washington and printed from time to time. They are accessible to interested persons at all times.

SUPPLIES.

Supplies of blank forms, franked and addressed envelopes, rain gages, measuring sticks, etc., are furnished to observers without expense upon application to the official in charge of the district center. Timely requisition will be made for such supplies as are needed, and the needs of the station must be so anticipated as to allow ample time for the delivery of the articles from the central office at Washington, D. C., through the district center. One month would appear to be sufficient for this.

INSTRUCTIONS.

The duties of a river observer consist in noting on a form furnished for the purpose—

First. The height of water on the gage, with change in twenty-four hours.

Second. Depth of rain or melted snow, with times of beginning and ending.

Third. Actual depth of snow, if any, since last observation.

Fourth. Direction of wind.

Fifth. State of weather.

Sixth. Depth of snow, if any, on ground on 15th and last day of month; also date on which last snow of season disappeared.

A postal card containing a record of the observations is also mailed daily by some special river observers to the official in charge of the district center.

A postal card (Form 1049—Met'l) containing the original record of the daily stages of water in the river is mailed on the last day of each month to the Chief, U. S. Weather Bureau, Washington, D. C.

Telegraphic reports are also made under certain conditions as hereinafter set forth.

The duties of a rainfall observer consist in noting on a form furnished for the purpose—

First. The depth of rain or melted snow, with times of beginning and ending.

Second. Actual depth of snow, if any, since last observation.

Third. Direction of wind.

Fourth. State of weather.

Fifth. Depth of snow, if any, on ground on 15th and last day of month.

A postal card containing a record of the observations is also mailed daily by some special rainfall observers to the official in charge of the district center.

Telegraphic reports are also made under certain conditions, as hereinafter set forth.

River stations are arranged in districts, and all reports will be rendered to the officials in charge of the district centers, who will disseminate the information so as to best subserve the interests of the public.

The height of water on the gage should be noted to the nearest tenth of a foot each day, including Sundays and holidays.

This can only be done accurately when the water is placid; in a rough or turbulent stream, or when there is much wind, the waves prevent an accurate reading. In such a case the tenths must be estimated as near as possible, by taking the average of the highest and lowest marks on the gage which the water is seen to touch.

The depth of rain or of melted snow, or of melted snow and rain, must be given in inches and hundredths of an inch, properly separated by a decimal point.

In recording the beginning and ending of a rain or snow seventy-fifth meridian time (and whether a. m. or p. m.) must invariably be used.

A measurement of the actual depth of the snowfall since last observation must always be made and entered in inches and tenths of an inch.

In addition to measuring the depth of snowfall since the last observation, a measurement should be made of the actual depth in inches and tenths of an inch of the accumulated snow on the ground at the time of the observation, on the 15th and last day of the month.

It is desired, if it can be readily determined, that the observer report in the space on the form prepared for that purpose the date on which the last snow of the season disappeared.

Full instructions as to the method used to obtain the above data will be found under the head of "To measure rainfall or snowfall."

The direction of wind will be designated by the eight principal points of the compass, viz: N., NE., E., SE., S., SW., W., and NW., legibly written. When there is no wind the word "Calm" should be recorded.

The state of weather will be determined and recorded with reference to the degree of cloudiness, and whether or not precipitation is falling or likely to fall soon; thus when the sky is three-tenths or less covered with clouds, record "Clear;" four to seven tenths, inclusive, "Partly cloudy;" eight to ten tenths, "Cloudy;" and "Sprinkling," "Light rain," "Heavy rain," "Light snow," "Heavy snow," "Sleeting," "Hailing," "Threatening," "Clearing," when these conditions exist. When light fog, light haze, or light smoke is observed with no clouds, the state of the weather will be recorded as "Clear."

Any unusual occurrences connected with the stages of the water in the river, such as the presence of floating ice, timber, etc., formation and breaking up of ice gorges and other obstructions, also thunderstorms, hailstorms, tornadoes, and earthquakes, should be noted.

Observers should, when possible, have substitutes capable of performing all the duties of a river observer, in order that there may be no interruption of the work in case of sickness or unavoidable absence from the station on the part of the regular observer. Members of the observers' families are very often instructed in the work.

TIME OF OBSERVATION.

The observation of the river stage will be made daily at 8 a. m., seventy-fifth meridian time, except when otherwise directed.

In all cases the seventy-fifth meridian time of observation should be given in the proper space at the head of the form, whether 8 a. m. or some other time.

The observations in feet and tenths of a foot will be written in the first column of the monthly blank form.

When the stage is below the zero of the gage it will be written in the form with a minus (-) sign before it.

The rise or fall will be given in the proper column on the form in feet and tenths of a foot. When the change is a fall it should have the minus (-) sign placed before it.

SPECIAL OBSERVATIONS.

Special observations of the stage of water will be made at other times of the day than 8 a. m. when requested by the official in charge of a district center or by the central office in Washington, or when the river is near, at, or above the flood stage or danger line.

It is desirable to have a special observation of the highest stage reached by the water in the case of the very great rises, without any request from a district center. In many cases the stage in a rise will reach in the course of the day several feet above the 8 a. m. stage and fall several feet before the time of the next regular observation on the day following.

When the rise in a river is very sudden and great, and, in the judgment of the observer, dangerous to points below, the stage will be telegraphed to the district center and to the places most interested in the information, according to such special instructions as may be given to each observer.

Special observations will contain exactly the same information as a regular report, but the rainfall after being measured should not be emptied out of the gage, but left therein until the next regular observation, when, after measuring, it will be poured out.

* * * * *

RECORDING OBSERVATIONS.

Form 1006-Met'l.—Is the record of the observations made at the station for the month, and should be filled up in accordance with the instructions printed on the back of the form.

The form should be mailed to the official in charge of the district center on the 1st day of the succeeding month.

Before mailing, a copy must be made by the observer in the book furnished for that purpose.

Form 1061-Met'l.—For telegraphing reports in accordance with instructions hereinafter given.

Form 1084-Met'l (postal card).—For reporting the daily observations to the official in charge of district center or to other officials when specially authorized.

Form 1049-Met'l (postal card).—For reporting the record of the stage of water in the river for the month to the Chief, U. S. Weather Bureau, Washington, D. C. This is the original record of river stages.

PROPERTY.

When property and supplies are furnished to an observer, an itemized receipt therefor will be immediately mailed to the official in charge of the district.

When an observer is relieved from charge of a station, he will make out a list in triplicate of all Government property in his possession, and append at the bottom thereof the following certificate:

(Date) ———, 190—.

I certify that I have this day received from ——— (name of former observer) the above-mentioned articles in good condition unless otherwise specified hereon.

(Name of new observer) ———.

One copy of this report will be mailed to the official in charge of the district, one given to the new observer, and the third retained by the retiring observer.

When from any cause any article of property becomes unserviceable or in need of repairs, the fact must be at once communicated to the official in charge of the district for such action as he may deem proper and necessary.

Form 2 a—Accounts.—Bills for services as observer will be made out, in duplicate, quarterly, viz, January 1, April 1, July 1, and October 1, and be mailed to the observer in charge of the district.

The Chief of the Weather Bureau reserves the right to withhold payment from any person who persistently neglects to make his reports accurately and forward them promptly.

REPORTS, WHEN TELEGRAPHED.

The telegraphic reports must be sent as soon as possible after the observation is taken.

Some river observers, when specially instructed, telegraph daily stages to the district center, others only when the river reaches a certain height on the gage, and still others when the water is near, at, or above the danger line or flood stage.

In all cases, however, when the rainfall in the past twenty-four hours equals or exceeds 1 inch (or less in special cases), the observer will take a reading of the river gage and telegraph it, together with the amount of precipitation, direction of wind, and state of weather at the time of observation, to the official in charge of the district center.

Telegrams concerning the formation or breaking up of ice gorges, of heavy drift, or other obstructions in the river, when of sufficient extent to endanger navigation or destroy property, will be sent to the district centers and places specially authorized. The telegrams should give, in as few words as possible, the location and extent of the dam or obstruction.

Observers will not prepay telegrams on official business, as settlement will be made by the Washington central office direct with the telegraph companies sending the reports.

TELEGRAPHING REPORTS.

It is required that telegraphic reports of river stages, etc., be made in cipher. This is for the purpose of saving expense in the transmission of messages.

The cipher accompanying these instructions will be used in telegraphing reports.

When the river is rising at the time of observation, use the cipher words in the column headed "Rising;" when falling, those headed "Falling."

The rising or falling words will be used by the observer in enciphering the stage according to the information available at the time of observation, as to whether the river is rising or falling. This may be ascertained from any noticeable watermarks indicating a rise or a fall, or from any special observation made since the last regular a. m. observation. When there is no special knowledge as to whether the stage of the river is rising or falling at the time of observation the code word selected to be sent will indicate rising or falling, according as it may be shown to be by comparison with the previous day's observations at 8 a. m.

The rising or falling feature of a river is especially important at the high stages when the crest of a flood wave is approaching.

The cipher words should be carefully and legibly written in letters that can not be misunderstood.

Observers are advised to write messages, whenever possible, in print letters instead of a running hand. Where written in a running hand the letter "n," wherever it occurs in the message, should be underscored thus, n. This is a device for distinguishing "n" from "u" where it is a matter of importance. Care should be taken to so make the script or running-hand letters that an "o" may not be mistaken for an "a," a "t" for an "l," an "i" for an "e," and so on.

When there is difficulty experienced in translating a cipher message at a district center, or when the stage is apparently wrong or inconsistent with observations at other places, caused by careless writing of the message, the observer may be required by a special message from the district center to send the stage in plain words. In such a case the message must contain the stage of the river in plain words; as, for instance, "Forty-five six" for forty-five feet six tenths. In such message no wind direction, state of weather, or rainfall will be sent.

One copy of the telegram will be given to the telegraph operator at the place and a copy retained by the observer.

Messages should be filed at the telegraph office as soon as practicable after the observation has been taken.

Reports for telegraphic transmission will be enciphered on Form 1061, as follows: The first space will contain the word "Observer;" the second, the name of the place to which the report is to be telegraphed; the third, the name of the station from which the report is telegraphed; the fourth, the cipher word for the date and time of the report; the fifth, the word to indicate the direction of wind and state of weather; the sixth, the word for the stage of water; the seventh, the depth of rainfall; the eighth, the depth of unmelted snow in inches, and the ninth, the surname of the observer sending the report. If there is no snow on the ground, the name of the observer will go in the eighth space. If no rain or snow has fallen, the name will go in the seventh space.

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INSTRUCTIONS TO OPERATORS ON BUREAU TELEGRAPH AND TELEPHONE LINES

U. S. DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU,
Washington, D. C., August 1, 1906.

The following instructions to operators on the U. S. Weather Bureau telegraph and telephone lines will go into effect at once, and will replace all previous instructions not in harmony therewith.

WILLIS L. MOORE,
Chief U. S. Weather Bureau.

GENERAL REMARKS

1. The U. S. Weather Bureau telegraph and telephone lines are, by law, in the charge and control of the Chief of the Weather Bureau with respect to their maintenance and operation.

2. These lines, owned by the United States, are subject only to the laws of the General Government. Built for the benefit and better protection of commerce at large, in conveying information and warnings of approaching storms and summoning aid in cases of marine disaster, no use of them will be permitted that will defeat or interfere with the object of their construction.

3. All messages of the several Departments of the General Government will be transmitted free of charge over Weather Bureau lines; but the official character of such messages must be certified to by the sender by the addition of the words "Official business." (See paragraphs 42 and 61.)

4. Private messages will be transmitted at the established rates when the lines are not needed for official use, except where otherwise directed. (See paragraphs 84 and 85.)

DUTIES OF OPERATORS AND REPAIRMEN

5. Operators and repairmen are charged with the following-named duties:

(a) To keep in repair a section of telegraph line assigned to each station by competent authority, and transact commercial telegraph business if the line is authorized to carry private messages and when it is not needed for official work.

(b) To perform the usual meteorological and display work pertaining to stations of the Weather Bureau. (See paragraph 11.)

(c) To note, and exchange signals with, passing vessels, where the location and equipment of the station will permit, and to report, with-

out additional expense to the United States, and free of all cost to the applicant for information, except for tolls on commercial telegraph lines, all passing vessels and give other maritime information to corporations or individuals that may make requests for such reports or information.

Under no circumstances will any employee of the Weather Bureau be permitted to receive pay, except from the Government, for performing any of the above-mentioned duties; nor will he be allowed to act as correspondent for any press association or newspaper.

Vessel and wreck reports to corporations and private individuals should be checked "Collect for other lines only," with the understanding that the Government can not guarantee the tolls over commercial lines.

(d) To render all possible aid in cases of shipwreck or other marine disaster, by summoning life-saving crews and others from whom assistance may be expected, and by furnishing the necessary facilities for prompt telegraphic communication between masters, owners, underwriters, and others concerned.

(e) To report the occurrence of all marine disasters and other casualties of public importance, with a view to the dissemination of such reports over connecting commercial lines. Where the interests of the Government are directly concerned, these reports will be telegraphed to the Chief of the Weather Bureau; in all other cases they will be sent to the transfer offices and to such other points whence assistance may be procured as can be reached without expense to the United States.

(f) Transfer offices will furnish, without expense to the United States, copies of all wreck reports to the different press agents and to such other persons as may desire them.

6. Copies of all wreck reports will be mailed to the Chief of the Weather Bureau by the originating offices, together with an account of each disaster and the services rendered, if any, in connection with it by employees of the Weather Bureau.

7. In furnishing information to the press and public, great care must be taken not to confound rumors with facts; the operator should report only what he knows from personal observation or has obtained from reliable sources.

8. Officials located at vessel-reporting stations will keep an accurate record of the number of vessels reported or communicated with during each month, and forward a statement of the same to the central office at the end of each month, in an envelope marked "Vessel reports." The number of day and the number of night vessels must be reported separately. Day will be considered from 7 a. m. to 7 p. m., and night from 7 p. m. to 7 a. m., local time. Each report will be personally examined by the Chief of Bureau.

HOURS OF DUTY.

9. So far as the public is concerned, and where not otherwise directed, the regular office hours will be as follows:

At stations where two or more men are on duty, from 8.30 a. m. to 7.30 p. m.

At stations where there is but one man on duty, from 9 a. m. to 4 p. m. (See paragraph 147.)

10. On Sundays and legal holidays the chief operator of each section will arrange that the hours of business are restricted to the minimum consistent with the public requirements on those days. In cases of shipwreck, or other emergency, operators will arrange to keep their offices open, regardless of office hours, until the necessity therefor is past. In such cases, and when necessary, operators will apply for authority to employ additional help, to insure continuous communication with the scene of the casualty.

11. Operators or repairmen on duty at stations where meteorological observations are taken will be on hand to take and telegraph their observations at the required hours, unless prevented by absence on repair duty. (See paragraph 5 *b*.)

CARE OF PROPERTY.

12. The operator or repairman in charge of an office is responsible to the Government for all public property and supplies in or belonging to his office, for all public and private funds received in connection with commercial telegrams, and for all transactions involving the payment of money in the regular business of the office.

13. No operator or repairman is authorized to contract any debts or obligations on account of the Government, except under instructions from competent authority.

14. Stationery and other ordinary supplies will, as a rule, be furnished from the central office on proper requisition.

15. Operators and repairmen are expected and required to prevent loss or waste of stationery, office supplies, line and battery materials, etc., and to exercise the same care of office furniture and other property in their charge and the same rigid economy in management as would be expected of a prudent business man in conducting his private affairs.

16. Transfer of any article of property belonging to the Government will not be made from one office to another, nor will any article be sold or disposed of by any operator or repairman, without specific instructions from the proper official.

CHIEF OPERATORS

17. Chief operators are intrusted with the local management and supervision of sections, and will be obeyed and respected accordingly. They have charge of the general discipline of the line, and will see that operators and repairmen conform to the established rules as to office hours and other routine matters. They will take special pains to maintain their lines in efficient operation and repair, direct the prompt removal of all faults, and endeavor to correct all irregularities coming to their notice.

18. Each chief operator will keep a daily telegraph journal, in which he will enter all information of value concerning the condition and operation of the entire line under his charge. He will test the line every morning and at other times when necessary, locate all faults, and give orders to repairmen for their removal. Any marked inattention to duty on the part of any operator or repairman will be entered in the journal. An abstract of the journal will be mailed to the Chief of the Weather Bureau at the expiration of each month.

19. Chief operators are expected to offer from time to time, as occasion may arise, such recommendations relative to general repairs, changes of men, and other matters, as would in their opinion increase the efficiency of their sections. In order to intelligently discharge their duties, chief operators should endeavor to be thoroughly familiar with the condition and needs of their sections.

20. Chief operators will not permit the use of lines, instruments, batteries, or materials for any purpose other than in direct connection with the maintenance and operation of the lines under their charge, nor will they allow any connections to be made with private lines, offices, or dwellings without written authority from the Chief of the Weather Bureau.

21. All letters from station employees concerning the operation, maintenance, and repair of the lines, and all accounts for expenses incurred in connection therewith, must be forwarded through the chief operator; but monthly forms and remittances of line receipts will be mailed direct to the central office. (See paragraph 28.)

22. Chief operators will promptly check all extravagant or needless expenditures coming to their notice, and report the facts in the case to the Chief of the Weather Bureau.

23. On the 1st day of July in each year, or within ten days thereafter, each chief operator will make a concise report on the condition and operation of the section and offices under his charge, for the preceding fiscal year. This report should state what changes or general repairs were made during the year, the total number of days on which the line was down, the general repairs considered necessary during the coming year, and any marked public benefits that may have been derived from the operation of the line.

LINE REPAIRS

24. Ordinary repairs will be made at once, as required or as directed by chief operators, and a statement of the cost of each trip entered on the "Monthly labor and material report."

25. General repairs, involving a large expenditure of money, will not be made without special authority from the central office.

26. As a rule, ordinary repairs will be understood to cover such slight repairs as can be made with little or no extra expense, with materials on hand, and in a short time. The expenses involved are usually confined to the hire of the means of transportation and, occasionally, a man to assist the regular repairman.

27. General repairs are such as require the furnishing of a number of new poles and considerable quantities of other materials, the employment of extra labor for several days, and such other exceptional and extensive repairs as will involve a considerable outlay of money. To this class belongs the repair of submarine cables. In cases of emergency, as the breaking of a cable, for instance, informal bids should be obtained at once (if possible, from a number of persons), or an estimate made of the expense, and the amount telegraphed to the Chief of the Weather Bureau, with the recommendations of the chief operator.

28. All bills incurred by operators and repairmen in connection with line repairs will be forwarded through the chief operator of the

section concerned, who, if satisfied that the services were rendered as stated and that the charges are reasonable, will indorse the bills "Correct" and forward them for settlement without delay. (See paragraph 21.)

OPERATING DEPARTMENT

PRIVACY OF MESSAGES—MESSAGE BLANKS.

29. No person not directly connected with the office will be allowed access to the telegraph or telephone instruments or office records.

30. All messages accepted for transmission will be regarded as in the care and trust of the Government and will not be revealed without proper authority.

31. When the sender or the addressee of a message applies for a copy of such message, he may, if known or properly identified, be allowed to see the message and make a copy thereof, but in no case will a receiving blank or a message envelope be furnished him. (See paragraph 32.)

32. The printed forms must be used only for the purposes for which they were designed. Under no circumstances will forms for received messages or message envelopes be given out, except in the usual delivery of messages.

TIMING AND CHECKING MESSAGES.

33. Each message accepted for transmission must be written upon the form provided for that purpose, or permanently attached to such form before transmission. (See paragraph 56.)

34. The date and time at which a message is received for transmission will in all cases be noted upon the margin of the form.

35. Each message presented for transmission will first be carefully read, to make sure that every letter is clearly understood by the operator. The address will be examined, and, if not deemed sufficient, a more complete one requested; and anything likely to be misunderstood or liable to cause error in transmission will be made perfectly plain before sending.

36. In commercial messages all words will be counted except date, address, and signature; also all words in excess of two in a title after the signature, and all extra words in a date.

37. When more than one signature is attached to a message, all will be counted and charged for, except the last.

38. When a message bears two or more addresses, and delivery is to be made to each address, it will be charged for as two or more messages, as the case may be. If a message is to be delivered to either one or the other of two or more persons named in the address—i. e., if only one delivery is to be made—only one tariff will be charged, but all words after the address of the first person will be counted and charged for.

39. The word "collect" will be counted in the check of all collect messages, but no charge will be made therefor.

40. Every message accepted for transmission, except office messages, will be checked with the number of words it contains, and "Paid," "Collect," "O. B.," or "D. H.," as the case may be, written after that number.

41. The amount paid or to be collected will be stated in the check; and if a part of the tariff is for another line, the amount for "this" line will be first stated and then the amount for the "other" line, except that in a collect message from "this" line to another line the amount for the "other" line will be omitted.

42. In case of Government messages the abbreviations "G. R." will follow the check for "other" line. (See paragraph 3.)

43. Examples: The check of a ten-word message to a "this" line office, if the rate be 10 cents, will be "10 paid 10," or "11 collect 10," or "10 O. B.," etc.

The check of a ten-word message to an "other" line office will be "10 paid 10 and 25," or "11 collect 10," or "10 O. B. paid 20 G. R.," or "11 O. B. collect G. R.," and the check of a ten-word message received at a transfer office for another line, collect, will be forwarded "11 collect 10 and 25," etc., supposing the rate for the "other" line to be 25 cents for a ten-word commercial message and 20 cents for a Government message.

44. In counting the words in all messages the following rules will be observed:

In the body of a message dictionary words, single or initial letters, surnames of persons, names of cities, towns, States, or Territories, or Canadian provinces will be counted and charged for each as one word; also the abbreviations "a. m." and "p. m." when referring to time. The abbreviations for the names of cities, towns, States, or Territories will be counted the same as if written in full.

Names of persons and places, when given to things, will be counted according to the number of words in each.

Numbers and amounts should be written in words, not figures. If the customer insists on sending figures, the figures, points, and bars of division forming the numbers and amounts will be counted each as one word. In ordinal numbers the affixes "st," "nd," "rd," and "th" will also each be counted as one word.

Names of countries or counties will be counted according to the number of words in each.

The following examples will illustrate the foregoing rules:

Name.	Words.	Name.	Words.
Van Doren.....	1	10th.....	3
McGregor.....	1	Lbs.....	1
O'Connor.....	1	Cwt.....	1
DeWitt.....	1	Hhds.....	1
Brown, jr.....	2	Amaureis.....	1
New York (or N. Y.).....	1	Adbantia.....	1
New York State.....	2	Chancin.....	1
Nova Scotia (or N. S.).....	1	Interavis.....	1
St. Louis.....	1	Byxtrm90.....	8
East St. Louis.....	1	Xyfl94sm.....	8
North Carolina.....	1	All-right or Alright.....	2
Queen Anne County.....	3		
New Mexico.....	1	EXCEPTIONS.	
District of Columbia (or D. C.).....	1		
North America.....	2		
United States (or U. S.).....	2		
44.42.....	2		
42B618.....	5		
743.....	6		
No. 185 22d st.....	8		
10000000.....	8		
Ten millions.....	2		
3d (or 3rd).....	2	A. M.....	1
		P. M.....	1
		F. O. B. (or fob).....	1
		C. O. D. (or cod).....	1
		C. I. F. or C. F. I. (or cif or cfi).....	1
		O. K.....	1
		C. A. F. (or cafi).....	1
		Per cent.....	1

45. All pronounceable groups of letters, when such groups are not dictionary words or combinations of dictionary words, will be counted at the rate of ten letters or fraction of ten letters to a word. When such groups are made up of combinations of dictionary words, each dictionary word so used will be counted as one word.

SENDING AND RECEIVING MESSAGES.

46. In sending a message the operator will observe the following order of transmission:

- (1) The number of the message.
- (2) The operator's personal signal.
- (3) The check of the message.
- (4) The place from and the date of the message.
- (5) The address of the message, followed by a period.
- (6) The body of the message.
- (7) The signature of the message, preceded by "sig."

47. The sending operator will write upon each message sent the time of sending and his own and the receiving operator's private signals.

48. No message will be regarded as transmitted until acknowledged by the usual signal; but if a number of messages be sent in succession, the acknowledgment of the last may be regarded as an acknowledgment of all. (See paragraph 50.)

49. If a message be offered when communication is known to be interrupted, it will be accepted only if the sender choose to leave it for transmission when communication is restored. Upon such a message write the words "Subject to delay," and request the sender to affix thereto his signature or initials.

When for any reason an operator can not transmit a message promptly, he will note the cause of delay upon the back of the message blank.

50. The receiving operator will write his personal signal in the space headed "Received by," and the time of reception immediately after the date on which the message was received, on the line headed "Received at." Acknowledgment will be made by the signal "O. K.," followed by the receiving operator's personal signal and office call. (See paragraph 48.)

51. The receiving operator will count the words, verify the check, and otherwise satisfy himself that the message is correct before giving his "O. K." and allowing the message to leave his hand.

52. In case of disagreement between the sending and the receiving operator as to the correctness of the message, the sending operator will decide. If not satisfied of the correctness of the decision, the receiving operator will, by letter, refer the case to the central office; but the message must not be unnecessarily delayed.

53. When calling an office, the operator will sign his office signal at short intervals.

54. Before opening his key, the operator will adjust his relay carefully, particularly in wet weather, to make sure that some other office is not using the line.

55. All messages will be transmitted as accepted from the senders. No abbreviations will be used, except in office communications. Obscure or difficult words will be transmitted slowly and distinctly, and, if an error is likely to occur, such words will be repeated.

56. No message will be transmitted by telegraph or telephone from dictation, or otherwise than from a legible copy, which copy will be filed for future reference. (See paragraphs 33, 156, and 157.)

57. Messages containing profane or obscene language will not be accepted for transmission; but no operator will refuse to receive a message from another office, the sending operator assuming all responsibility in such cases.

58. The sending operator will regulate the speed of transmission to suit the ability of the receiving operator. The latter will never guess at a word; better have it repeated many times than make a mistake.

59. Courtesy over the wires will be rigidly insisted upon. The use of objectionable language is strictly prohibited.

60. Contention for circuit is positively prohibited.

61. Official telegrams, especially weather reports, have precedence over all others. (See paragraph 3.)

62. Office messages relating to the correction, loss, or anything affecting the value of a message have precedence over other private business.

63. Office messages will not be sent free of charge for the information of customers or to correct their errors. (See paragraph 79.)

64. If an operator believes that an error has been made in the transmission of a message to his office, he will deliver the message with the words "Subject to correction" indorsed thereon. He will then take steps to secure a correction with the least possible delay, and the corrected copy will be promptly delivered to the addressee, with the words "Corrected copy" conspicuously written on the margin of the form.

65. If, to correct an error or for any other reason, a second transmission of a message becomes necessary, the sending operator will begin the second transmission with the word "Duplicate," which word the receiving operator will write on the margin of the form in bold letters, unless the indorsement "Corrected copy" is applicable.

66. If the sender of a message requests a notice of its delivery, the words "Report delivery" will be inserted in the check, counted, and charged for. The receiving operator will answer the request by a collect message addressed to the sender, stating time of delivery or, if not delivered, the reason of nondelivery. The cost of this answer must be prepaid or guaranteed at the time the original message is sent.

67. If, to insure correct transmission, the sender of a message requests a repetition, the words "Repeat back" will be inserted in the check, counted, and charged for. A half rate will be charged for the repetition, in addition to the regular rate for the message.

68. Special care will be exercised in sending and receiving a message requiring repetition. The receiving operator will be careful to copy it plainly and repeat it back before doing any other business. Each operator receiving back a repeated message will carefully compare it with his original copy, checking each word as received back, and if the repetition be found correct he will write on the back of the original the words "Repeated back O. K.," with his own and the repeating operator's personal signals.

69. When a relayed message in course of transmission is stopped at a relaying office, and the delay is likely to be of long duration, the

office from which the original message was sent will be promptly notified of the fact.

70. To locate the responsibility for the loss or delay of relayed messages, or for any errors therein, each operator handling such messages will note thereon the date and time when received and when relayed, and the name of the office each message was received from and relayed to, respectively.

71. A separate file will be kept of relayed messages, including relayed weather reports.

DELIVERY OF MESSAGES.

72. Each message for delivery will be copied and inclosed in the proper envelope, which will be carefully sealed and fully and plainly addressed.

73. When tolls are to be collected the amount will be written in ink upon the envelope and in the messenger's receipt book.

74. Unless otherwise directed, there will be free delivery of messages within the limits of the town in which the office is located. At offices where no messenger is employed, delivery will be made by the operators.

75. When a message requires an answer, the word "Answer" will be written on the envelope, and the messenger will be instructed to obtain such answer. Messengers will, in all cases, be supplied with the proper blanks on which answers can be written.

76. A receipt will be obtained for every message delivered, which receipt will include the name of the person to whom delivery is made and the time of delivery. In no case will a messenger or operator receipt for an addressee.

77. When a message can not be delivered because the addressee's place of business or residence is closed, or because no authorized person can be found to receive the message, the reason of the nondelivery will be indorsed upon the envelope, and the message delivered as early thereafter as possible.

78. When a message can not be delivered because of a wrong or inadequate address, or because the addressee is not known, or has left the place, record of the facts will be made upon the envelope of the message, and the sending office will be promptly notified by an office message of the failure to deliver. If it be found that no error was made in transmitting the address, the sender will be notified of the nondelivery of the message and of the reasons therefor, and if he desires to change the address, he must either send a new message or pay for the office message necessary to change the address in the original.

79. When prompt answers are not obtained to messages, it is usually the fault of the parties addressed, and in such cases it is not proper that the line should be subjected to the transmission of office messages free of charge. Therefore, when the sender desires any information relative to delivery or answer, he will be charged ordinary rates for office messages both ways. (See paragraph 63.)

80. If the addressee of a collect message refuses to pay for the same, the message will, nevertheless, be tendered to him. Notice of the failure to collect will then be telegraphed to the sending office with-

out delay, in order that the tolls may be collected from the sender of the message. (See paragraph 95.)

81. Delivery of messages by special messenger (special delivery), or by mail, will be made only when so ordered by the sending office.

82. When special delivery is necessary, the cost thereof must be either prepaid or guaranteed. Only the actual cost of special-delivery service will be charged; and the operator at the receiving office will see that such cost is as reasonable as possible. (See paragraphs 113 and 114.)

83. Commercial messages ordered to be mailed must, in every case, be prepaid, including the charge for postage. Franked envelopes will be used when official messages are to be mailed to destination. The use of franked envelopes for mailing private or D. H. messages is strictly prohibited. (See paragraphs 113 and 114.)

TARIFF OF RATES

84. The following rates will be charged for private telegrams sent over the U. S. Weather Bureau telegraph and telephone lines, except where otherwise directed:

Between all stations on lines 150 miles, or more, in length, 15 cents for each message of ten words or less (exclusive of address and signature), and 1 cent for each additional word over ten.

Between all stations on lines less than 150 miles in length, 10 cents for each message of ten words or less (exclusive of address and signature), and 1 cent for each word over ten. (See paragraph 4.)

85. Night messages to and from commercial offices will be accepted at the rates fixed for such messages by the commercial companies; but full rates will be charged for the Weather Bureau lines. The word "Night" will be added to the check in such cases.

86. The rates for Government telegrams over commercial telegraph lines are fixed annually, and published for the information of all concerned. (See paragraphs 3 and 87.)

OFFICIAL AND FREE MESSAGES.

87. When official telegrams are to be transferred to commercial lines, to be sent collect at Government rates, they must be guaranteed at full commercial rates. (See paragraph 86.)

88. Telegrams sent and received on account of the business of the Weather Bureau will be checked the same as other Government messages, but such telegrams will not be considered in the settlement of transfer accounts with connecting lines. (See paragraph 138.)

89. The personal messages of persons who have been granted franks by the Chief of the Weather Bureau will be transmitted free of charge for "this" line; also, the replies to such messages. All other messages to the holders of franks must be either prepaid or guaranteed.

90. The reason for sending a message free of charge, unless the same be well known, should be stated in the check. When this requirement is not observed, or when the reason is deemed insufficient, the receiving office will report the facts in the case to the central office.

91. All franks, unless renewed, expire on the last day of December in each year, and will not be recognized after that date.

"COLLECT" MESSAGES.

92. All messages not entitled to free transmission as official business, or under a frank, must be either prepaid or guaranteed. (See paragraphs 3, 87 to 91.)

93. The office accepting for transmission a message checked "Collect" is responsible for the charges on the same. The one exception to this rule is the case in which the message is an answer to a paid message received. In that case it is the duty of the operator sending the original message to require a guarantee for the cost of the answer, should one be sent "Collect."

94. When a deposit has been made to guarantee a message or special-delivery charges, the deposit will be returned after three days if no notice of failure to collect all charges has been received.

95. When payment is refused on a collect message, the receiving office will at once notify the sending office, by an office message, of the failure to collect. The sending office will then collect the charges from the person sending the message, or deduct them from the deposit made. (See paragraph 80.)

96. An office having sent a collect message and received notice of failure to collect, will under no circumstances request that the check be changed; but the message will be entered on the records of both offices (the "local cash" column excepted) precisely as if the charges had been collected. The receiving office will take credit on the account current for each class of uncollected tolls, and forward with the account current a "statement of uncollected messages," to which will be attached a copy of every uncollectible message and of every office message pertaining thereto, as vouchers for the credits taken. In order to be allowed credit, the receiving office must show that the sending office was promptly notified of the failure to collect. (See paragraphs 103 and 112.)

97. The sending office will collect the charges and take them up on the register sheet and account current under the head of "Sundry receipts," and forward with the account current a "Statement of guaranteed messages," to which will be attached a copy of every guaranteed message and of every office message pertaining thereto. (See paragraph 117.)

CHECKING WITH TRANSFER OFFICES.

98. Transfer offices will be checked with the "this" line tolls on messages sent "collect" to, or received "paid" from points on commercial lines. They will not be checked with "other" line tolls, except when a message received from one commercial line is transmitted over the Government line and transferred to another commercial line. This exception does not apply to connecting telephone lines with which no regular transfer accounts are kept at the central office, and whose debits or credits are accounted for as "special deliveries."

DIVISION OF FUNDS

99. The receipts for all telegraph business will be divided into what is known as "this" line and "other" line funds. The law requires (sec. 3617, Rev. Stat.) that all moneys received for the transmission

of private dispatches over any and all telegraph lines owned or operated by the United States shall be paid into the Treasury of the United States.

100. The term "this" line funds applies to moneys received for private dispatches sent over any portion of the U. S. Weather Bureau telegraph or telephone lines, and which moneys must be turned into the Treasury of the United States.

101. The term "other" line funds is applied to moneys received on account of commercial companies for messages passing partly over the U. S. Weather Bureau and partly over commercial lines. These moneys are in no wise Government funds, and are not, therefore, governed by the law referred to.

BOOKS AND FORMS.

102. A register sheet will be kept at each office, on which will be entered, daily, every commercial message sent or received during the preceding day. Messages will be sorted and those for each office entered by themselves. Checking offices will be entered in alphabetical order. A blank line should separate the business of one checking office from that of another.

103. The "Place" column on the register sheet will contain the name of the office checked with, and, in case of "other" line business, this name will be followed on succeeding lines by the name of every "other" line office to or from which a message was transmitted through the transfer office.

Only the regular tolls (as originally checked), exclusive of special-delivery or postage charges, will be entered under "This office checks other offices" and "Other offices check this office."

Under "Local cash," enter only what has actually been received for regular tolls and sundries.

If a received message is uncollectible, the fact will be noted against it on the sheet, and the amount due on it omitted from the "Local cash" column. (See paragraph 96.)

The column "Due from other lines" is for use at transfer offices only. (See paragraph 129.)

When more than one message is checked with an office, for one day, it will be found convenient to make footings in red ink, for transfer to the check ledger. The sum of the entries or footings in the column "Other offices check this office," for one day, is the amount to be posted to the account current as the telegraph receipts of that day.

104. A separate register sheet will be used for free messages. Free messages will be entered as if prepaid at commercial rates ("this" line only), except that the "Local cash" column will be left blank and the amounts checked are not transferred to the check ledger.

Messages free over "this" line, but sent paid or received collect for "other" line, will be entered on both sheets.

Messages free over "this" line, but sent collect or received paid for "other" line, will be entered as free only.

Messages free over "other" line, but subject to "this" line tolls, will be entered as commercial only.

105. The register sheets will be filed away at the end of the month with the messages entered thereon. (See paragraph 156.)

106. The daily footings of the commercial business with each office, as shown on the register sheet, will be posted to the check ledger, and at the end of the month the daily entries in the latter will be added up and the totals transferred to the check report.

107. The heading "This office," in the check ledger, refers always to the office keeping the ledger, and not to the office whose name appears at the top of the column. The name of the office keeping the ledger will not be entered in any of the blank spaces intended for the insertion of office names at the top of each column.

108. The column "This office receives," in the check ledger, is to be used for entering the daily footings of the column "Other offices check this office" on the register sheet; and, similarly, the column "This office checks" is to be used for entering the footings of the column "This office checks other offices."

109. A check report, including the "this" line and "other" line tolls, will be prepared monthly in duplicate; one copy to be forwarded with the account current, and the other retained at the station. This report is an abstract of the check ledger, and will be prepared as follows:

Enter in the first column, in alphabetical order, the names of all "this" line offices with which commercial business was transacted during the month; then enter opposite the name of each office, under the heading "This office checks other offices," the total amount shown by the check ledger to have been checked against that office for "this" line and "other" line, respectively; and under the heading "Other offices check this office," enter the total "this" line and "other" line tolls, respectively, shown to have been checked by the same office against the office rendering the check report. These last-named totals, when added up on the check report, should agree with the amounts taken up as telegraph receipts (exclusive of sundry receipts) on the account current.

110. On the 1st day of every month each operator in charge will prepare an account current for the "this" line and "other" line receipts of his office during the preceding month, debiting thereon all moneys checked against and otherwise due from his office, and taking credit for all remittances, uncollected messages, and authorized expenditures for special delivery and postage. (See paragraphs 113 and 114.)

111. The total amount of the telegraph receipts taken up on the account current should, if everything is correct, agree with the total amount checked against the office for "this" line and "other" line, respectively.

112. Under "Sundry receipts" on the account current will be taken up all moneys received for guaranteed messages, special delivery, and postage, each item under its proper head. The heading "Refunded from other lines" is for use at transfer offices only, and opposite it will be entered the "this" line tolls due from commercial companies on account of uncollectible messages.

113. Special-delivery and postage accounts between "this" line and "other" line offices will be debited or credited, as the case may be, under "other" lines on the account current. (See paragraphs 81 and 82.)

114. Special-delivery and postage accounts between "this" line

offices will be debited or credited under "this" line on the account current.

115. The date of every remittance for which credit is taken must invariably be entered on the account current; also the name of each office on whose account postage or special-delivery charges were collected or paid out.

116. When for any reason an over remittance has been made during one month, the amount in excess will be posted to the debit side of the account current for the same month opposite the heading "To balance due to office," and credit will be taken for such amount on the account current for the next following month opposite the heading "By balance due to office on last report."

117. Accounts current will be accompanied by "Statements of guaranteed and uncollected messages" and by the proper vouchers for special delivery and postage, if any. (See paragraph 97.)

118. Accounts current will be prepared in duplicate; one copy to be mailed to the Chief of the Weather Bureau not later than the 3d day of each month, and the other retained at the station.

119. Remittances and expenditures for special delivery or postage should be entered on the retained copy of the account current as soon as made. (See paragraphs 113 and 114.)

REMITTANCE OF LINE RECEIPTS.

120. Remittance of line receipts will be made to the official who has been designated to receive such funds whenever the cash on hand amounts to \$50. Remittances in excess of \$50 may be made by one money order or registered package when the cash on hand on one day exceeds that sum. The balance remaining due from an office at the close of business on the last day of each month must be remitted on the 1st day of the next succeeding month, or within two days thereafter.

121. Remittances will be made by post-office money order from stations where such orders can be obtained, and by registered mail from all other stations. (See paragraph 126.)

122. Accompanying each remittance will be a form (invoice) showing the amount of "this" line funds, and a similar form (invoice-showing the amount of "other" line funds, embraced in the remittance) The name of the official to whom the funds are invoiced must be given in full on these forms. There will also be inclosed a form of receipt corresponding to each invoice, which will be properly filled out for the signature of the receiving official. (See paragraphs 100 and 101.)

123. Funds pertaining to different months must not be invoiced on one and the same form.

124. When remittance is made in coin, special care will be taken to wrap the coin compactly and inclose it in a secure manner. Lined envelopes will be used for transmitting coin and currency. Canadian or other foreign coin or currency must not be included in remittances.

125. Except a letter of transmittal be necessary to explain a delay or other irregularity, or when bills against commercial companies are invoiced in lieu of cash, no forms or papers other than the invoices and receipts will be forwarded in the same envelope with a remittance.

126. Envelopes containing remittances will be addressed to the Chief of the Weather Bureau, and the words "Accounts division" written on the lower left-hand corner of the envelope. Money orders will be made payable to the "Assistant chief, division of accounts."

127. The fees paid out in obtaining money orders will be reimbursed to operators by the central office. In no case must these fees be deducted from the line receipts. Money orders will not be sent by registered mail. Blank forms of invoices and receipts, linen-lined envelopes, and stamps for registering will be furnished from the central office on requisition.

TRANSFER BUSINESS.

128. At transfer offices, and at transfer offices only, the following rules will govern (paragraphs 129 to 138).

129. At transfer offices a daily record of the indebtedness of "other" lines will be kept on the register sheet, under the heading "Due from other lines." The tolls checked on collect messages transferred to, and paid messages received from, commercial lines will be entered in the column "Regular tolls;" and the amounts due for special delivery, postage, and uncollectible messages will be entered in the "Sundry receipts" column. Amounts due from commercial lines will not be entered as local cash. (See paragraph 103.)

130. Transfer bills against each line will be certified to by the managers of both offices, and itemized as follows:

Amount due on regular transfers.

Amount due on uncollectible messages.

Amount due for special delivery.

Amount due for postage.

131. The charges under the head of "Regular transfers" should include only the tolls actually due from the line against which the bill is rendered; in other words, the tolls checked against either line on collect messages should not be charged when such messages were returned as uncollectible. In such cases the difference between the amount checked against a line and the amount charged against it in the bill will be covered by the statements of guaranteed and uncollected messages.

132. The amounts charged against commercial lines for special delivery and postage will be invoiced as "other" line money, in lieu of cash.

133. Bills against commercial companies signed and certified to will be invoiced and forwarded as so much cash ("this" line and "other" line, in case part of the money is due to another commercial line); but notation will be made on the invoices and receipts that such remittances consist of bills, not cash. Separate invoices and receipts will be used when remittances consist partly of cash and partly of bills against commercial lines.

134. Payment of amounts due "other" lines will not be made from funds on hand, but the certified bills will be forwarded to the central office for settlement.

135. Credit will be taken on the proper accounts current for amounts due from commercial lines, when bills for such amounts are invoiced in lieu of cash.

136. The tolls due from commercial companies on account of uncollectible messages will be taken up on the account current as sundry receipts, under the head "Refunded from other lines."

137. The amounts due from commercial companies for special delivery and postage will be taken up under "other lines" on the account current as sundry receipts; a corresponding credit being obtained on the other side by the amounts charged in the bills against commercial lines for the same items. These items constitute the only "other line" funds that should appear on the accounts current of transfer offices, except there be more than one transfer office on one and the same section.

138. Official messages on account of the Weather Bureau will never be included in the settlement of transfer accounts. Such messages will be entered on the "Monthly abstract or messages sent and received," and forwarded to the central office for settlement, as provided in the "Station regulations." (See paragraph 88.)

CHECK ERRORS.

139. If, upon comparison of the monthly check reports received at the central office, discrepancies are found to exist in the checks between any two offices, the office which appears to be deficient will be sent an error sheet showing the amounts as checked by each office. (See paragraph 109.)

140. Immediately upon the receipt of an error sheet the operator in charge—whether or not he was on duty at the station during the period covered by the sheet—will carefully examine his files, and if he discovers the error to have been made by his office he will correct the same by an additional remittance, or state whether an additional remittance is due from his predecessor. If he fails to discover the error, he will at once mail to the disagreeing office a postal error card showing the business done each day between the two offices during the month in question, according to the office records.

141. The operator receiving an error card will immediately compare the business entered thereon with his records and message files, and, in case he discovers no error in his own checks, enter on a check-error sheet, under proper dates, all discrepancies between his figures and those checked on the error card, and show by copies of messages that his figures are correct. All papers will then be mailed to the office sending the error card, and if the two operators can not agree as to the correctness of a check in dispute, the matter will be referred to the central office for decision.

142. If the operator receiving an error card finds that he has over-checked the other office, he will acknowledge the fact in writing and return the card, together with such acknowledgment. If the over-check has been made by a transfer office, and for "other line" funds, the operator will at once forward corrected bills against the United States for the month in which the error occurred.

143. No alterations will be made in the error sheets received from the central office. The discrepancies shown thereon will be accounted for by either additional remittances or satisfactory explanations.

144. All error sheets must be adjusted and returned to the central office with the least possible delay, together with all papers pertaining to them.

145. Operators in charge are cautioned to exercise the utmost care that the statements submitted with error sheets, in explanation of errors, are clear and explicit and conform strictly with the records.

MISCELLANEOUS INSTRUCTIONS

146. If an operator in charge is relieved before the close of a month, he will make up his accounts to date and turn them over to his successor, together with all funds shown to be due from his office, taking proper receipts for the same. When this rule is not complied with the new operator in charge will at once notify the central office of the facts in the case by telegraph.

147. Unless prevented by reason of the wires not working, all messages received during the prescribed office hours will be cleared before the close of business each day. (See paragraph 9.)

148. Whenever it becomes necessary to temporarily close the office during regular hours for repair duty, delivery of messages, or other official purposes, a notice will be posted on the office door showing the probable time of the operator's return.

149. When leaving the office temporarily, or for the night, the instruments will be cut out, care being taken that the circuit through the switch or cut-out remains uninterrupted.

150. The ground wire at intermediate offices will be put to line only in cases of an interruption of the circuit, and then only long enough to transact such business as is not affected by the interruption, or for testing purposes, after which it will be instantly removed.

151. The lightning arresters will be kept clean and will invariably be examined after thunderstorms. During heavy thunderstorms the instruments should be cut out.

152. The ground plate must make perfect earth connection. Where water or gas pipes are not available, a copper plate, not less than 15 by 15 inches in size, should be buried perpendicularly, deep enough to reach damp earth and beneath the reach of frost. All ground connections must be well soldered.

153. Each operator in charge will see that his main and local batteries are kept in good condition and that all cells are thoroughly insulated from each other and from the floor. The floor and fixtures of the battery room will be kept scrupulously clean and dry.

154. Where two or more commercial lines are available at a point of transfer, and no preference has been expressed by the sender of a message, the message will be sent by the line which makes the cost of transmission the cheapest; except that a reply to a message should be transferred to the line over which the original was received. Where the cost is the same and no preference has been indicated by the customer, the business should be divided as equally as possible among the competing lines.

155. Envelopes containing the monthly accounts current, check reports, labor and material reports, and the chief operator's journal abstracts and line reports will be marked "Telegraph" on the lower left-hand corner. These forms will not be forwarded in the same envelopes with line receipts. (See paragraph 125.)

156. Care will be taken in preserving and filing messages, in order to make reference to them easy and expeditious. Each day's business will be kept separate, and at the close of each month the daily files and register sheets will be made up into a neat package and properly labeled with the month and year. (See paragraph 56.)

157. Messages will be retained two years, after which they will be destroyed in the presence of the first inspector who visits the station.

158. Signals and abbreviations:

1. Wait a moment.	G. N. Good night.
4. Start me.	G. A. Go ahead.
5. Have you anything for me?	O. K. All right.
7. Are you ready?	N. M. No more.
8. Busy on the wire.	Ahr. Another.
9. Give way—Test.	Ans. Answer.
13. Do you understand?	Sig. Signature follows.
18. What is the matter?	Pd. Paid.
44. Answer quick.	Col. Collect.
73. Compliments.	Ck. Check.
G. M. Good morning.	Qk. Quick.
G. E. Good evening.	Opr. Operator.

INSTRUMENTS AND OFFICE CONNECTIONS.

159. Each office will be supplied with one or more keys, relays, sounders, and cut-out switches with lightning arresters attached. Offices in which more circuits than one terminate will be equipped with automatic repeaters. Box sounders are furnished for use on re-pair trips.

160. The diagram herewith shows the arrangement of the wires at a terminal and at a way station, respectively. The connections of the terminal stations are so arranged that the instruments can be cut out without depriving the line of the main battery kept at that station.

BATTERY DIRECTIONS

GORDON PRIMARY BATTERY.

161. Remove the top cover by unscrewing the brass connector, and empty into the perforated cylinder the copper element contained in the pasteboard box.

Fill the jar with pure cold water (No. 1, 6 by 8 cell, 6 pints, or within 2 inches of the top of the jar; No. 2, $4\frac{1}{2}$ by 6 cell, $2\frac{1}{4}$ pints, or within $1\frac{1}{2}$ inches of the top of the jar), then slowly add and dissolve the electro-sodium by stirring with a piece of iron (free from rust), being careful to avoid creating too much heat.

Proper care should be taken to see that the glass jar does not stand on a cold surface while dissolving the sodium.

Stir the solution until the sodium is completely dissolved before putting together the cell.

Immediately after the cell is put together pour the oil into the jar by inserting the neck of the bottle under the cover of the cell. The liquid should then stand 1 inch in the No. 1 and $\frac{3}{4}$ of an inch in the No. 2 cell from the top of the jar. The battery is then ready for use.

The small bottle of oil is absolutely necessary for the efficient working of the cell, as the solution must not be exposed to the air. No kind of animal or vegetable oil should be used in the battery.

The usual precautions in handling battery solutions must be taken. Care should be taken to not allow the electro-sodium or the solution to touch the hands, as it will injure the skin.

RECHARGING.

162. Remove the top cover by unscrewing the center brass connector; take off cover to perforated cylinder and thoroughly clean it; empty into the perforated cylinder the copper element contained in

the pasteboard box; put the new zinc in place, letting it rest upon the porcelain insulators; then replace the covers with their washers same as before. The electro-sodium should be mixed and the oil applied the same as per directions for setting up new cells.

CROWFOOT GRAVITY BATTERY.

163. Unfold the copper so as to present its entire surface to the action of the solution, place it in the bottom of the jar, and run the insulated wire over the top of the jar, for connecting up.

Suspend the zinc above the copper by hanging the hooked neck on the rim of the jar. This neck is provided with a clamp to receive the wire from the copper of the next cell.

Pour clean soft water into the jar until it covers the zinc; then drop in blue vitriol in small lumps to nearly cover the copper.

Connect the copper of one cell with the zinc of the next, and so on; and, finally, connect the zinc of the first cell with the copper of the last one of the series, and let them so remain (in short circuit, so called) for a few hours, to gain strength, before putting to line.

To hasten the action of a newly set-up battery, draw about half a pint of solution of sulphate of zinc from a battery already in use for each cell of the new series. When this can not be done, put into each jar three or four ounces of pulverized sulphate of zinc.

The blue line of the copper solution should be kept midway between the copper and the zinc; it should never be allowed to reach the zinc.

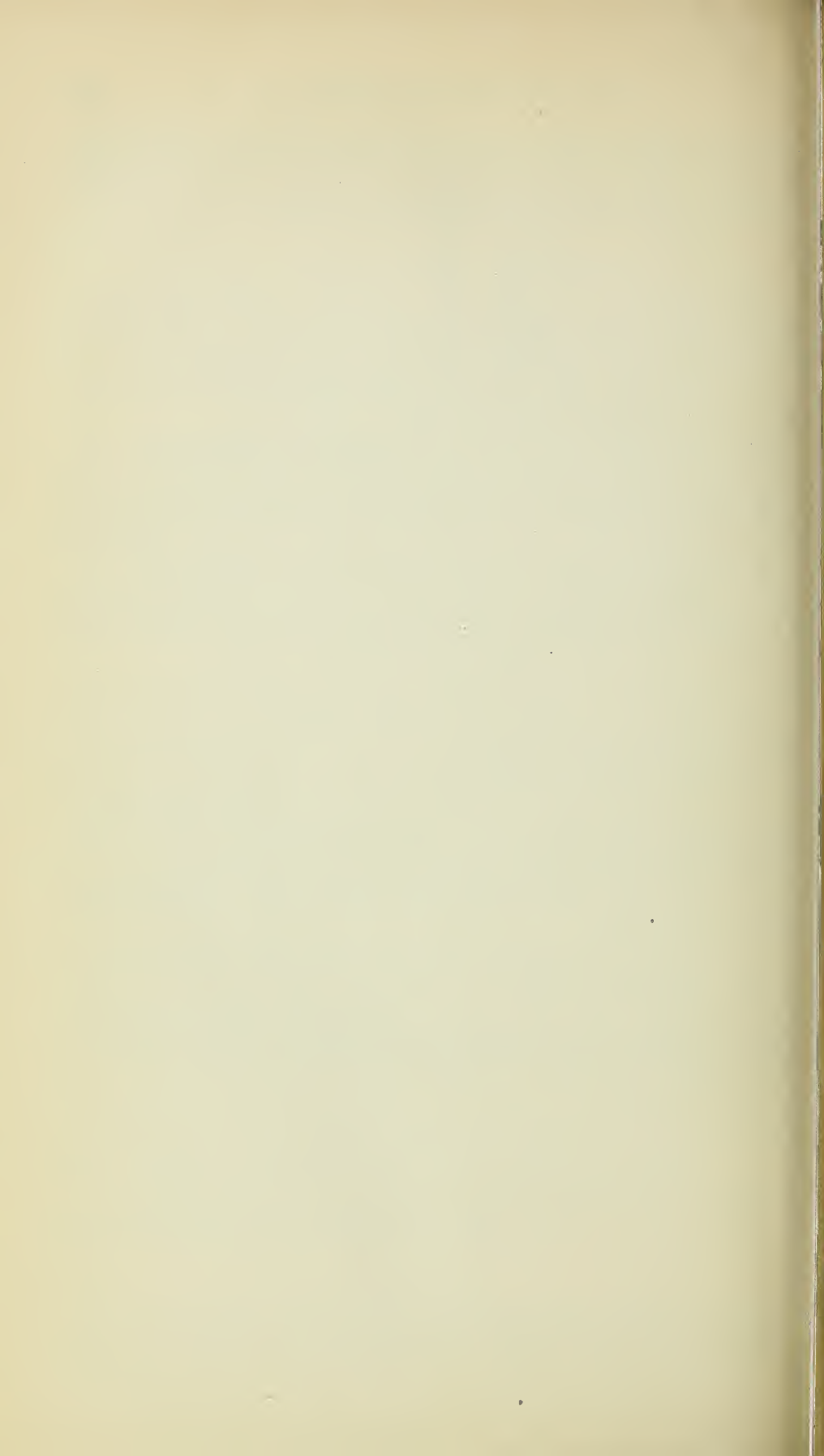
When this line is too low, drop in a few lumps of blue vitriol; when too high, draw out some of the blue solution with a syringe or siphon, and replace it with fresh water.

When the quantity of the sulphate of zinc in solution becomes too great, draw out a portion of the top of the liquid with a syringe or cup and replace it with clear water. The specific gravity of the zinc solution should be maintained at about 25° on the hydrometer.

When the zincs become coated so as to interfere with the action of the battery, they must be taken out, scraped, and washed in clean water with a brush.

This battery should be kept where the temperature is never allowed to reach the freezing point.

164. Operators in charge will personally examine their batteries each Saturday, and cause the cells and battery stands to be wiped clean and dry. Any cell found to be leaking or otherwise defective will be removed at once and replaced with a sound one.



REGULATIONS FOR CONDUCT OF STATIONS

U. S. DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU,
Washington, D. C., June 15, 1905.

The accompanying regulations for the conduct of Weather Bureau stations are published for the information and guidance of all concerned. They will go into effect at once and will replace all conflicting instructions and regulations.

WILLIS L. MOORE,
Chief U. S. Weather Bureau.

EXECUTIVE

REGULATIONS, INSTRUCTIONS, AND ORDERS.

1. (See Appendix, par. 24.)
2. All orders and instructions will be promptly acknowledged. Unless otherwise directed, acknowledgment will be by mail. Printed instructions and letters directing journeys will be acknowledged on the day of receipt when practicable. (See Appendix, par. 24.)
3. Instructions and circulars will be read and initialed by all employees, the date on which they are read being written after the initials. (See Appendix, par. 27.)
4. Prompt obedience of instructions and orders is required. Evasion of complete and implicit obedience of any part of an order may be considered cause for dismissal. The right to submit to the Chief of Bureau reasons for the revocation or modification of an order which an employee feels will be seriously detrimental to the best interests of the Bureau, or himself, is conceded; but the use of political or other extraneous influence for the purpose of restricting, limiting, or preventing the execution of an order is positively forbidden.
5. It is made the imperative duty of all persons connected with the Bureau to report forthwith, through the proper channel, to the Chief of Bureau any departure from a strict observance of these regulations that may come to their knowledge.

PUBLIC RELATIONS OF THE BUREAU.

(See also Appendix, par. 34.)

6. Information relating to the administration of the internal affairs of the Bureau, matters of discipline particularly, will not be given to the public except by permission of the Chief of Bureau. Access to files of instructions or correspondence will not be permitted to persons not connected with the Bureau.

7. Employees are forbidden to give interviews in which invidious comparisons of local and district forecasts are made.

8. Criticisms on the work of the Bureau coming to the notice of an employee will be promptly communicated to the Chief of Bureau. Officials in charge, in defending the Bureau from unjust attack, will be conservative and temperate in their manner and statements, and other employees will not engage in public controversy or discussion, either oral or written, with reference to such criticisms.

9. Suggestions as to improvements in the work of the Bureau will be welcomed. All such suggestions, especially those involving legislation, will be addressed to the Chief of Bureau only.

10. Official, confidential, or personal communications from officials or employees concerning the administration of the Bureau, or affecting its personnel, especially such as concern promotions, discharges, assignments to duty, etc., will be addressed to the Chief of Bureau, or to the Secretary of Agriculture through the Chief, and to no one else.

11. Statements relative to the value of forecasts and special warnings will not be called for except in compliance with specific instructions from the central office. Voluntary statements regarding the value of the service will be forwarded to the Chief of Bureau.

12. Press clippings, not whole newspapers, relating to the work of the Bureau and cognate subjects will be forwarded to the central office, on the printed slips provided for that purpose, when such clippings can be obtained without expense to the Bureau. Articles on the following subjects are desired: Unusual meteorological and other natural phenomena, such as eclipses, earthquakes, etc.; meteorological investigations; lectures on meteorological subjects; meteorological literature and reviews thereof; the influence of weather and climate on health; damage to crops by stress of weather; loss of life or property, especially shipping, by storms; navigation; long-range forecasts; weather forecasts and synopses, other than those published by the Bureau, etc. Cooperative observers and other correspondents should be encouraged to forward such clippings to the section centers for transmittal to the central office.

13. On the last day of March, June, September, and December of each year, clippings of the weather data regularly published in newspapers issued at or near places where stations are maintained will be forwarded to the central office in an envelope marked "Forecast Division—Clippings." With these clippings will be forwarded a list of the local newspapers that published the forecasts, other than those from which clippings are forwarded; also a list of the daily papers that do not publish weather data.

14. Clippings of all so-called long-range weather forecasts, and garbled or incorrect versions of official forecasts that may appear in the press will be forwarded to the central office in envelopes marked "Forecast Division—Clippings."

15. (See Appendix, par. 28.)

THE STATION FORCE.

16. The employee in charge of a station is designated the official in charge; other employees of the observing force are termed assistants.

17. Officials in charge of stations with more than one assistant will, subject to the approval of the Chief of Bureau, select one to be the first assistant. In making the selection due regard will be paid

to length of service, length of time at station, and to ability, ability being given the greatest weight. When two men are considered to be equal in ability and general fitness, the one having longer service in the Bureau must be selected.

18. In the absence of the official in charge the first assistant will have charge of the station, unless otherwise directed by the central office.

19. Officials in charge of stations will maintain a firm, yet kind discipline. Under no circumstances will one assistant be permitted secretly to impeach the integrity of another. Every charge against an employee must be stated in his presence, or preferred in writing and referred to him for answer.

20. No letters of censure or commendation will be issued from the central office except by the Chief of Bureau. Except that in the maintenance of efficiency and discipline an official in charge may orally caution or mildly rebuke an immediate subordinate; no criticism, rebuke, or reprimand of one employee by another will be permitted.

21. On the 1st day of June and the 1st day of December of each year the official in charge will render a confidential report (Form 4038-Mis.) for each commissioned employee on duty under him during any portion of the preceding six months, and a personal report (Form 4038A-Mis.) for himself. In the preparation of these reports strict accuracy and impartiality is enjoined. An official in charge must not be reluctant to report the existence of qualities in an assistant that are injurious to the interests of the Bureau. Recommendations that incompetent assistants be transferred to other stations are objectionable. (See Appendix, par. 85.)

22. Original appointments to permanent positions in the Bureau are for a probationary period of six months. One month after the beginning of the probationary period, and monthly thereafter until the end of the fifth month, a full, explicit, and impartial report will be made on the probationary report (Form 4061-Mis.), showing the conduct, progress, and efficiency of the appointee during the month. The first report will make special mention of any physical defect. At the end of the fifth month the report will specifically state whether the employee is mentally, morally, and physically worthy of absolute appointment. If recommended for absolute appointment no further report on the employee will be made unless his services become unsatisfactory, in which case an immediate report will be made in order that his services may be terminated at the end of the probationary period.

23. In view of the extent to which the welfare of the public service is involved in the character of the persons appointed, the greatest care will be exercised in reporting on probationary appointees, and especially in recommending absolute appointment. Whenever there is a question as to the thorough fitness of the probationer for absolute appointment, the public service should be given the benefit of the doubt. Neglect in this respect, resulting in the appointment of an undesirable employee will be entered on the record of the official responsible thereafter.

24. During his probationary period the appointee will be instructed in the duties of an observer, with special reference to a knowledge of the Station Regulations, instructions, circulars, etc. At stations

having the necessary facilities, regular practice in typewriting and telegraphy will be required. Messengers and other employees will be instructed in the duties of the positions to which they are appointed.

25. Nominations of persons for temporary employment or for duty at substations should state the full name, place of birth, and legal residence (State, county, and Congressional district) of the nominee. No person will be recommended for appointment to a salaried position in the Bureau who is already on the roll of another branch of the Federal service.

26. Persons who have been dismissed from any Department of the Government for delinquency or misconduct will not be employed in any capacity whatsoever without special permission from the Chief of Bureau.

27. The following is the oath of office required of appointees:

OATH OF OFFICE.

I, a , do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

Subscribed and sworn to before me this day of , A. D. 19 .

[SEAL.]

 a ,
Notary Public.

28. The oath of office may be taken before any officer authorized by national, State, or municipal law to administer oaths and having an official seal.

29. Resignations will be prepared in duplicate in the following form and will be forwarded by the official in charge by separate letter, in no case by indorsement:

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU,
(Station) , (Date) .

To the honorable the SECRETARY OF AGRICULTURE.
(Through Chief of Weather Bureau.)

SIR: I hereby tender my resignation of the position of , at a salary of \$ per in the Weather Bureau in the Department of Agriculture, to take effect at the termination of the day of , 19 .

Very respectfully,

Accepted:

 ,
Secretary of Agriculture.

(See Appendix, par. 20.)

CIVIL-SERVICE ACT, ETC.

30. The following extracts from the Civil-Service Act, Rules and Regulations, and the Revised Statutes are published for the information and guidance of all concerned:

CIVIL-SERVICE ACT.

31. SEC. 8. That no person habitually using intoxicating beverages to excess shall be appointed to, or retained in, any office, appointment, or employment to which the provisions of this act are applicable.

^a Write first and last names in full.

32. SEC. 9. That whenever there are already two or more members of a family in the public service in the grades covered by this act, no other member of such family shall be eligible to appointment to any of said grades.

33. SEC. 10. That no recommendation of any person who shall apply for office or place under the provisions of this act which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act.

34. SEC. 11. That no Senator, or Representative, or Territorial Delegate of the Congress, or Senator, Representative, or Delegate-elect, or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee, of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution, for any political purpose whatever, from any officer, clerk, or employee of the United States, or any Department, branch, or Bureau thereof, or from any person receiving any salary or compensation from monies derived from the Treasury of the United States.

35. SEC. 12. That no person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in this act, or in any navy-yard, fort, or arsenal, solicit in any manner whatever, or receive, any contribution of money or any other thing of value for any political purpose whatever.

36. SEC. 13. No officer or employee of the United States mentioned in this act shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

37. SEC. 14. That no officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of the House of Representatives, or Territorial Delegate, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

38. SEC. 15. That any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both, in the discretion of the court.

Approved, January 16, 1883.

REVISED STATUTES AND STATUTES AT LARGE.

39. (Act of Aug. 15, 1876.) SEC. 6. That all executive officers or employees of the United States not appointed by the President, with the advice and consent of the Senate, are prohibited from requesting, giving to, or receiving from any other officer or employee of the Government any money or property or other thing of value for political purposes; and any such officer or employee who shall offend against the provisions of this section shall be at once discharged from the service of the United States; and he shall also be deemed guilty of a misdemeanor, and on conviction thereof shall be fined in a sum not exceeding five hundred dollars. (19 Stat. L., 169.)

40. SEC. 1784, R. S. No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ.

41. SEC. 1781, R. S. Every member of Congress or any officer or agent of the Government who, directly or indirectly, takes, receives, or agrees to receive, any money, property, or other valuable consideration whatever from any person for procuring or aiding to procure, any contract, office, or place from the Government, or any Department thereof, or from any officer of the United States, for any person whatever, or for giving any such contract, office, or place to any person whomsoever, and every person who, directly or indirectly, offers or agrees to give, or gives, or bestows any money, property, or other valuable consideration whatever, for the procuring, or aiding to

procure, any such contract, office, or place; * * * shall be deemed guilty of a misdemeanor, and shall be imprisoned not more than two years and fined not more than ten thousand dollars. * * * (See Appendix, par. 34.)

42. SEC. 5418, R. S. Every person who falsely makes, alters, forges, or counterfeits any bid, proposal, guarantee, official bond, public record, affidavit, or other writing, for the purpose of defrauding the United States, or utters or publishes as true any such false, forged, altered, or counterfeited bid, proposal, guarantee, official bond, public record, affidavit, or other writing, knowing the same to be false, forged, altered, or counterfeited, or transmits to or presents at the office of any officer of the United States any such false, forged, altered, or counterfeited bid, proposal, guarantee, official bond, public record, affidavit, or other writing, knowing the same to be false, forged, altered, or counterfeited, for such purpose, shall be imprisoned at hard labor for a period not more than ten years, or be fined not more than one thousand dollars, or be punished by both such fine and imprisonment. (See sec. 5479.)

43. (Act of May 1, 1884.) * * * Hereafter no Department or officer of the United States shall accept voluntary service for the Government or employ personal service in excess of that authorized by law except in cases of sudden emergency involving the loss of human life or the destruction of property. (23 Stat. L., 17; Sup. R. S., vol. 1, 2d ed., p. 427.)

CIVIL-SERVICE RULES PROMULGATED BY THE PRESIDENT, WITH NOTES BY THE COMMISSION.

RULE I.—*Politics and religion.*

44. 1. No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof.

45. "In consideration of fixity of tenure and of appointment in no way due to political considerations, the man in the classified service, while retaining his right to vote as he pleases and to express privately his opinions on all political subjects, 'should not take any active part in political management or in political campaigns, for precisely the same reasons that a judge, an army officer, a regular soldier, or a policeman is debarred from taking such active part.' This of course applies even more strongly to any conduct on the part of such employee so prejudicial to good discipline as is implied in a public attack on his or her superior officers or other conduct liable to cause scandal. * * * Officeholders must not use their offices to control political movements, must not neglect their public duties, must not cause public scandal by their activity. * * * " (Letter of President, June 13, 1902. Twentieth Report, p. 125.)

46. "The influence of Federal officeholders should not be felt in the manipulation of political primary meetings and nominating conventions. The use by these officials of their positions to compass their selection as delegates to political conventions is indecent and unfair; and proper regard for the proprieties and requirements of official place will also prevent their assuming the active conduct of political campaigns. Individual interest and activity in political affairs are by no means condemned. Officeholders are neither disfranchised nor forbidden the exercise of political privileges; but their privileges are not enlarged nor is their duty to party increased to pernicious activity by officeholding." (Extract from Executive instructions, July 14, 1886.)

47. "A person who knowingly assists in exacting political contributions from his fellow-employees should be removed from office, even though he had no other part in such contribution than collecting notes given, and is not liable to criminal prosecution therefor.

48. "Soliciting political contributions by means of a letter sent to a Government employee in a Government building is in the opinion of the Commission a solicitation in that building within the meaning of section 11 of the act.

49. "It is a violation of section 11 of the act for a Federal official to permit his name to appear on circulars addressed to other such officials requesting political contributions." (Opinion of Attorney-General, October 17, 1902, XXIV Op., p. 133.)

50. "The conduct of an officeholder not falling within the prohibitions of the act and rules is a matter for the consideration of the appointing power, in which the Commission can not interfere."

51. 2. No question in any form of application or in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of any applicant, nor shall any inquiry be made concerning such opinions or affiliations, and all disclosures thereof shall be discountenanced. No discrimination shall be

exercised, threatened, or promised by any person in the executive civil service against or in favor of an applicant, eligible, or employee in the classified service because of his political or religious opinions or affiliations.

RULE XI.

52. 3. No recommendation for the promotion of a classified employee shall be considered by any officer concerned in making promotions, unless it be made by the person under whose supervision such employee has served; and such recommendation by any other person, if made with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

RULE XII.—*Removal.*

53. 1. In making removals or reductions, and in other punishment, penalties like in character shall be imposed for like offenses.

54. 2. No person shall be removed from a competitive position except for such cause as will promote the efficiency of the public service, and for reasons given in writing; and the person whose removal is sought shall have notice and be furnished a copy thereof, and be allowed a reasonable time for personally answering the same in writing; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal. Copy of such reasons, notice, and answer, and of the order of removal shall be made a part of the records of the proper Department or office, as shall also the reasons for any change in rank or compensation, and the Commission shall, upon request, be furnished with copies or the originals thereof.

55. "The reasons given an employee for his removal should be stated with sufficient definiteness to enable him to make proper answer. He should be put upon notice as to the specific acts of commission or omission with which he is charged.

56. "The procedure required in making removals applies to the removal of probationers, the only exception being the specific exception contained in clause (c), section 1. of Rule VII, that notification to the employee at the end of the probationary period that, because of unsatisfactory conduct or want of capacity, he will not receive absolute appointment, discharges him from the service.

57. "Where a removal or reduction is made for any cause, other than one merely political or religious, which, in the opinion of the officer making the removal, will promote the efficiency of the service, the Commission has no authority to interfere further than to see that the procedure required by the rule is observed."

58. 3. Any person in the executive civil service who shall willfully violate any of the provisions of the civil-service act or of these rules shall be removed from the service.

RULE XIV.—*Testimony.*

59. It shall be the duty of every officer and employee in the executive civil service, and of every applicant or eligible for a position therein, to give to the Commission, or its authorized representatives, all proper and competent information and testimony in regard to matters inquired of arising under the civil-service act and rules, and to subscribe such testimony and make oath or affirmation to the same before some officer authorized by law to administer oaths.

EXECUTIVE ORDER.

Attempts of employees to influence legislation.

60. All officers and employees of the United States of every description, serving in or under any of the Executive Departments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its committees, or in any way save through the heads of the Departments in or under which they serve, on penalty of dismissal from the Government service.

THEODORE ROOSEVELT.

WHITE HOUSE, January 31, 1902.

(See Appendix, par. 35.)

PROMOTION.

61. The eligibility of an employee for promotion will be determined by his efficiency in Weather Bureau work, by his character and deportment, and, in the case of an employee who entered the service of the Weather Bureau on or subsequent to January 1, 1897, also by his educational qualifications.

62. Efficiency will be determined by the employee's success in forecasting, by his ability in station management, by his aptitude and efficiency in office work, and by the general appearance and accuracy of such of his work as may come under observation and review at the central office. The invention of improved methods in forecasting, or the discovery of new facts or principles of value to the forecaster will have special weight in determining the merit of an employee, of whatever grade, for promotion.

63. Character and deportment will be determined by the personal opinion of the employee's official superior with regard to his general behavior, his social affiliations, his personal appearance, his integrity, and his observance of the courtesies of business life.

64. Educational qualifications will be determined by examinations in English grammar, physics, meteorology, and such other subjects as may be deemed essential or advantageous to the work of the Bureau.

65. Except in cases of extraordinary merit, all employees who entered the service of the Weather Bureau on or subsequent to January 1, 1897, will be required to pass the examinations to become eligible for promotion. While the educational test is not essential to promotion in the case of employees who entered the service prior to January 1, 1897, the fact that they have passed the examinations will be given weight in competition for promotion. (See Appendix, par. 67.)

66. The subjects and scope of the examinations qualifying for promotion are:

67. For promotion to a grade of \$1,000 per annum, or more: Elementary meteorology, English grammar, and practical arithmetic.

68. *Elementary meteorology*.—Chiefly descriptive of the instruments used; the distribution of pressure, temperature, rainfall, the prevailing winds, and the history of the movements of cyclones and anti-cyclones.

69. (See Appendix, par. 39.)

70. *Arithmetic*.—Ordinary calculations in whole numbers, common and decimal fractions, and percentage. No examples involving the use of unusual weights and measures will be given, nor will catch questions be proposed.

71. For promotion to a grade of \$1,200 per annum, or more: Elements of algebra, plane trigonometry, and elementary physics.

72. *Algebra*.—Fundamental operations with whole numbers and fractions, the solution of simple equations of one or more unknown quantities, involution and evolution, surds or radicals, equations of the second degree, or quadratic equations, and the application of quadratic methods to the solution of equations of higher degrees.

73. *Trigonometry*.—The development of the fundamental trigonometric ratios and the solution of practical problems in plane triangles.

74. *Physics*.—The simpler general and special properties of matter; the elementary laws of motion, heat, light, electricity, and magnetism.

75. For promotion to a grade of \$1,400 per annum or more: Meteorology, plant physiology, and astronomy.

76. *Meteorology*.—Along the same general lines as the elementary examination in the same subject, but directed more to a consideration of the physics of the meteorological phenomena.

77. *Plant physiology*.—The elementary principles underlying plant growth and the relations of physical environment to the growth and development of the ordinary trees, cereals, and vegetables of the United States.

78. *Astronomy*.—The popular facts and theories of astronomy.

79. All applications for examinations will be made on Form 4048—Mis., request for examination, and not by letter. Examinations will be held, as a rule, about the 1st of March, June, September, and December of each year. When no expense to the United States will be entailed, examinations will be given in one subject at a time, if so requested. When such expense is involved, an examination in less than all the subjects of a group will not be given except in case of a reexamination. (See Appendix, par. 79.)

80. A proficiency of 70 per cent is required to pass in each subject. In case of failure to pass in any subject, a reexamination will be granted after a lapse of three months from the date of the examination. In case of a second failure, a reexamination will not be granted unless the circumstances of the failure are most extenuating, and then only after the lapse of one year.

81. Information relative to the scope of the examinations in the several subjects and a list of works suitable for study in preparing for them will be furnished on application.

82. Care will be exercised to avoid giving unauthorized information relative to the nature of the examinations conducted by the United States Civil Service Commission for entrance to the service of the Weather Bureau, or by the Weather Bureau for promotion after appointment. Persons inquiring in regard to these examinations will be referred to the reports and manual of the United States Civil Service Commission and to the central office, respectively. (See Appendix, par. 67.)

83. Printers and employees below the grade of assistant observer who pass the civil-service examination for this grade will notify the central office of the fact, giving their rating.

84. Messengers can not be promoted to the grade of assistant observer, nor appointed thereto except upon examination and certification by the United States Civil Service Commission.

ABSENCE FROM DUTY.

85. (See Appendix, par. 68.)

86. (See Appendix, par. 69.)

87. Temporary employees will not be granted leave of absence with pay.

88. Leave of absence with pay will be granted only on the condition that the absence be without additional expense to the United States and without interference with the duties of the station.

89. (See Appendix, par. 70.)

90. Employees on duty in foreign countries and in the insular possessions returning by a route approved by the Chief of Bureau for the

purpose of taking annual leave will be considered as on duty until the day of landing in the United States and as resuming duty on the day of sailing on the return journey.

91. The dates and period specified in granting leave of absence will be as strictly adhered to as possible.

92. An employee on leave of absence or furlough will not visit the central office for the purpose of transacting official business except by special permission of the Chief of Bureau.

93. Permission to be absent for a period exceeding two days must be obtained from the central office. When the interests of the service will permit, the official in charge of a station is authorized to absent himself or to grant leave of absence to any commissioned employee serving under him and entitled to the privilege, for a period not exceeding two working days. Such absence must be charged to annual leave and a report thereof in duplicate promptly forwarded to the central office.

94. In great emergency the official in charge may absent himself or permit an assistant to be absent for such period as the emergency may exist without further authority, but the date and hour of departure and a brief statement of the occasion of the absence must be immediately telegraphed to the central office; and as soon as practicable thereafter a full report of the circumstances of the case and an estimate of the probable duration of the absence will be mailed.

95. (See Appendix, par. 71.)

96. In no case will leave of absence be recommended or granted when such absence will result detrimentally to the public interests.

97. (See Appendix, par. 72.)

98. (See Appendix, par. 73.)

99. For a continuous absence on account of sickness exceeding two days, the certificate of a practicing physician, or when such certificate is not obtainable the affidavit of the absentee, in duplicate, bearing the dated "O. K." of the official in charge, will be required, and will be forwarded without letter of transmittal when explanation is unnecessary.

100. Absence on account of sickness, not exceeding two days, may be certified by the official in charge. Such certificate will be mailed on the day that the absentee returns to duty.

101. An employee becoming incapacitated for duty while serving alone will immediately telegraph the central office the cause of his disability, its probable duration, and whether he has provided for the continuance of the more important work of the station.

102. Every absence from duty must be promptly reported. The blank reports and certificates provided for that purpose will be rendered in duplicate.

103. Every report of absence from duty will refer to its authorization.

104. The station report of departure on and return from leave of absence will be rendered only when the dates and period of absence do not precisely agree with the dates and period for which leave was granted, or when no dates were specified in granting the leave.

105. A report of departure on leave of absence, when required, will be mailed immediately before leaving.

106. The unauthorized absence of an assistant will be immediately reported to the central office by the official in charge; and the first

assistant will promptly report such absence on the part of the official in charge. The report will be made by telegraph or mail, as the circumstances may require.

107. When the absence of an employee involves additional assistance, the application for leave, or report of absence, will state whether the absentee will bear the expense entailed, in order that his salary may be continued during the absence.

108. When additional assistance is absolutely required on account of the absence of an employee, the official in charge may, with the consent of the absentee, hire such help at his expense without further authority; but the fact that such assistance has been secured and the authority for the action, together with the name of the absentee, will be immediately reported to the central office.

109. When circumstances permit the temporary detail of an observer from another station, the salary of the absentee may be continued, subject to the regulations governing absences, provided he reimburse the employee so detailed for actual traveling expenses and for board and lodging, not exceeding \$1 per diem, during one-half the time of the temporary detail. A request for such assistance will state whether the absentee will bear this expense.

110. The settlement of accounts of persons employed at the expense of an absentee and for the reimbursement of employees detailed in accordance with the preceding paragraph will be made by the persons concerned and without reference to the central office except in case of disagreement.

111. An employee returning to duty from furlough or absence without pay will promptly mail to the central office a report of the date and hour of resuming duty.

STATION ASSIGNMENT.

112. Requests for change of station will be made on the station preference card (Form 4047-Mis.), without letter of transmittal, except when explanation is necessary. Such requests may be forwarded whenever desired, and in order that the utmost freedom may be allowed assistants and messengers in this regard, preference for station assignment may be communicated direct to the central office without the indorsement of the official in charge.

113. The station preference card will be rendered: (1) By all new appointees immediately after reporting for duty; (2) whenever a commissioned employee receives a new appointment carrying change in salary; (3) whenever an employee is permanently assigned to another station; (4) whenever an employee desires a change of station, and (5) whenever he desires to change a previous request.

114. Change of legal residence must be promptly reported to the central office. A change of station does not necessarily involve change of legal residence.

115. Assistant observers and employees of higher grade will be assigned to duty at stations in the West Indies during the hurricane season, about five months each year, except at points where continuous observations throughout the year are necessary. While so serving the salary will not necessarily be increased, but in lieu thereof an allowance of \$1 per day for subsistence will be made, and quarters will be furnished.

116. The interests of the Bureau frequently require that employees,

particularly during the first few years of their service, be moved from one station to another. As the Chief of Bureau is often embarrassed by requests based on family considerations for the revocation or modification of the instructions in such cases, it is suggested that employees do not, at least for several years after entering the Bureau, take upon themselves any obligations that are liable to hinder the prompt changing of station when directed.

117. When an employee is assigned in charge of station, or as first assistant, he will, if he desires to remain in such position, be encouraged to establish a home and be assured of an assignment as nearly permanent as the needs of the service permit.

OFFICIAL JOURNEYS.

118. No journey involving expense to the United States will be made without specific authority.

119. An employee traveling under orders will telegraph the date and hour of his departure from and arrival at station or other point, except as hereinafter provided in the case of inspection of substations. These telegrams will be filed as nearly at the hour named therein as practicable. The granting of leave of absence en route does not affect the provisions of this paragraph.

120. The travel report (Form 4042-Mis.) will be rendered immediately after arrival. In this report the authority for the journey will be specifically stated and delays en route will be fully explained.

121. When an inspection of substations, involving no additional expense to the United States for the journey, is necessary, an official charged with the duty of inspecting substations may absent himself from his station for this purpose for not exceeding two days without specific authority.

122. An official leaving his station for the purpose of inspecting substations will include the probable date of his return in the telegram announcing his departure. Reports of arrival at and departure from substations will not be telegraphed nor made on the travel report, but will be embodied in the report of the inspections.

UNOFFICIAL RELATIONS OF EMPLOYEES.

123. Employees are forbidden to receive pay or emolument of any character from any corporation or other source for services rendered as Government employees; but an employee summoned to appear in court as a witness retains a right to the legal fee and to such special fee as may be agreed upon when required to give expert testimony, except when called in behalf of the United States. Additional pay may be received from States, municipalities, and educational institutions when arrangement is approved by the central office.

124. Employees are forbidden to be in any manner connected with or financially interested in any stockbroker's office, or bucket shop, or to speculate in any stocks or produce the value of which is directly affected by the current weather conditions as shown by the telegraphic reports of the Bureau. (See Appendix, par. 34.)

125. Employees are forbidden to solicit legislative action in the interest of the work of the Bureau, or in their own interest as employees of the Bureau. Proposed measures which it is desired to have considered by the legislative branch of the Government will be submitted to the Chief of Bureau. (See Appendix, par. 35.)

126. All writings of employees embodying the results of scientific investigation or presenting new theories must be submitted to the Chief of Bureau for approval before publication. Permission to publish will not be considered to cover any matter not so approved. This regulation will not be interpreted to restrict the publication of current weather news or the discussion of generally accepted facts of meteorology and climatology.

127. Officials whose duties require them to write for publication must express themselves clearly and grammatically; deficiency in these respects will be considered cause for change of assignment to less important duties.

128. In no case will the seal of the Department of Agriculture be printed without specific authority. Separate publications by employees will bear the word "Unofficial" on the title-page.

129. Official or semiofficial publications must not criticise or refer to any book, periodical, or other publication issued as a private enterprise in such a way as to tend even remotely to advertise it. All employees are cautioned not to use the influence of their official positions to procure or aid in securing subscriptions to any book, periodical, or publication.

130. Whenever instruction in meteorology is undertaken by an employee, either by occasional lectures or by a systematic course, he will promptly report the fact to the central office and give an outline of the lectures or course proposed.

131. The following Executive order, promulgated by the Department of Agriculture, is published for the information and guidance of employees of the Weather Bureau:

It is hereby ordered that hereafter no officer, clerk, or employee in the executive service of the Government, who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or in any matter in which the Government is interested, or for any person when, in the case of such person, the act is performed during the hours of such notary's service to the Government. This order shall not apply to oaths of disinterestedness, or other oaths required to be made by law, provided the work in connection therewith is not performed during office hours. Disobedience of this order shall be ground for immediate dismissal from the service.

132. When any employee of the Bureau makes any new and useful discovery or invention of any machine, device, or process connected with the work of the Bureau or Department, through the expenditure of Government time and Government money, he will cause a patent to be applied for on the said discovery or invention, through the Chief of Bureau and the law officer of the Department. The patent will be taken out in the name of the inventor, without any expense to him, and will allow to any citizen of the United States the use of the patented article or process without payments of royalty.

133. Employees are prohibited from patenting any device or process or discovery connected with the work of the Bureau or Department except in the manner above described.

134. Employees of the Bureau must present a neat and tidy appearance at all times. It is expected that they will give due attention to bathing, shaving, the trimming of the hair and beard, the polishing of shoes, the changing of linen, and the cleanliness and repair of clothing.

135. In the case of employees suffering from any tubercular disease a rigid enforcement of the most thorough sanitary measures will be

insisted upon, and such persons will not be allowed to use the telephone, drinking vessels, or towels that are used by other employees.

136. In the case of employees suffering from catarrh, ulcerations, or other diseases that emit unpleasant odors, the frequent use of antiseptics is required, and these persons will give such care to themselves as will prevent their exhalations from polluting the atmosphere that must be inhaled by other employees.

137. The smoking of cigarettes in the offices of the Weather Bureau and by messengers under 18 years of age is prohibited. Officials in charge of stations will rigidly enforce this order.

THE STATION.

138. The term "Weather Bureau" is employed to designate the whole weather service; the term "Local office of the Weather Bureau" indicates the local station; and the Washington office is designated the "Central office." Employees will carefully observe these definitions in their relations with the press and the public. Only the correct designation will be permitted to appear on office signs and directories. Reference to a local station as "a weather bureau" is objectionable. It is not proper, for instance, to speak of the "Chicago Weather Bureau," but rather of the "Chicago office of the United States Weather Bureau."

139. Officials must not allow themselves to be addressed by titles other than those they hold without making the proper correction. Care will be exercised by those concerned to reduce to a minimum the use of improper titles and references by the press and the public. The use of such misleading titles as "In charge U. S. Weather Bureau," "Director U. S. Weather Service," "Professor in charge of Weather Bureau," in referring to local officials should be discouraged.

140. Weather Bureau offices, and buildings and grounds owned by the Bureau, must be kept scrupulously clean and tidy. Walls and ceilings should be cleaned, roof apparatus painted, and furniture and carpets renovated sufficiently often to keep them looking fresh and clean. Instruments, furniture, and supplies must be arranged neatly and systematically. Defacement of property should be avoided. Worn and unsightly furniture will be reported to the central office in order that it may be replaced. Inspectors are specifically instructed to report any neglect of this regulation.

141. The United States flag will be displayed on all buildings owned by the Government in which Weather Bureau offices are located, and as far as practicable on all rented buildings wholly occupied by the Bureau. The display will be made daily during business hours and on such holidays as flags are generally displayed. This flag will not be displayed from the same staff with warnings or weather and temperature flags, and where more than one display is required and the equipment does not include two vertical staffs it will be displayed from a pole projecting horizontally from the front and center of the building and attached either to the roof or to the sill of one of the windows. Where the latter method is adopted the 4 by 8 or 6½ by 12 foot flag should be used.

142. Storm-warning and cold-wave flags will not be displayed together upon the same staff, and when it is impracticable to provide for separate displays the storm warning will take precedence.

143. The display of torn, discolored, or weather-beaten ensigns, storm-warning, or weather and temperature flags is prohibited. If the location of the flagstaff exposes the flags to rapid discoloration the display of the ensign and weather and temperature flags will be discontinued until the use of a staff more favorably located can be obtained. Officials will see that this regulation is observed at display stations under their supervision.

144. An official permanently relieved from charge of a station will inform his successor of the location of all Government property in his care; introduce him to citizens and officers of organizations especially interested in or benefited by the work of the Bureau; and give him such other information as will enable him to assume his duties intelligently. A joint report of compliance with the provisions of this regulation, stating the exact date and hour of the transfer of the station duties and property responsibility, will be transmitted to the central office. The date of transfer will be entered in the original monthly record of observations (Form 1001-Met'l).

145. Upon assuming charge of an office the incoming official will at once examine the meteorological forms, retained records, and climatological record, and the records of accounts and correspondence. If incomplete, he will report the fact to the central office, using the telegraph if he thinks the case requires that his predecessor should be directed to remain and await further instructions; otherwise his report will be by mail, and will include a statement as to the general condition of the station.

THE ESTABLISHMENT OR REMOVAL OF A STATION.

146. An employee detailed to establish a station will call on citizens and the officers of organizations likely to be interested in or benefited by the work of the Bureau, and upon the editors of the local newspapers. The nature and object of the work to be undertaken will be explained and an effort made to secure such cooperation as will insure the best service to the public.

147. The location of the office will be made known to the postmaster the manager of the telegraph office, and others interested.

148. Unless observations are to be regularly telegraphed, the date and hour of taking the first observation will be reported to the central office in a special message.

149. In selecting the building in which to establish a Weather Bureau office special consideration should be given the instrumental exposure, the terms offered, and the accessibility of the structure.

150. In general, the office building should be higher than the surrounding structures, preferably with a flat or gently sloping roof, without towers, gables, or high chimneys, and should afford facilities for the exposure of the instruments as provided in the circulars of the Instrument Division.

151. Free quarters in Government or other buildings will be secured when practicable, provided they meet the needs of the Bureau and the convenience of the public. When the erection or enlargement of a Government building, in a place where the Weather Bureau office is located in rented quarters, is contemplated, the official in charge will notify the central office in order that the Supervising Architect's Office may be requested to provide quarters for the local office of the

Weather Bureau in the building. When office room in such a building is to be provided, the central office will be advised from time to time as to the status of the work, and the official in charge will confer with the superintendent of construction representing the Treasury Department with reference to the structural details required for the office. These include convenience of access to the roof, the erection of suitable platforms for the proper exposure of instruments, flagstuffs, and conduits for electric wiring. Conduits should be provided for the cables connecting the exposed instruments with the registers in the office, and for electric cables for lighting the instrument shelter, and for storm-warning lanterns if displayed.

152. When the office is to be located in a cottage, which is also to be used as a residence for the observer, it is generally preferable to expose the instrument shelter and rain and snow gage on the ground. In order to secure for this purpose an ample, clear space, free from the shelter of trees and adjacent buildings, a lot not less than 50 by 150 feet, and larger if practicable, should be selected.

153. After suitable quarters have been found, and prior to taking possession, a full report on the building, accompanied by a drawing showing the proposed exposure of instruments and a scale drawing of the office rooms, will be submitted to the central office for approval. When it is proposed to establish the office in a building providing ground exposure for the instrument shelter and rain gage, the official in charge will report if it will be practicable to place the wind vane and anemometer support upon a platform on the roof, or if the inaccessibility or weakness of the roof will render it necessary to erect a steel tower in the yard for the exposure of the wind instruments.

154. The report on the building will state its location, number of rooms, rental, if any, suitability and accessibility of the roof or adjacent grounds for the exposure of instruments, and the distance from telegraph office and post-office.

155. The drawings will include as much of the ground or roof as may be necessary to indicate the proposed location of instruments, platforms, and walks and all features affecting the exposure of the instruments. Plain line drawings, in outline, are preferred. Shaded or perspective views will not be made unless drawn according to correct geometrical principles. The building and other features will be drawn in black ink; proposed positions of instruments, platforms, and walks will be shown in red ink. All important dimensions and distances will be plainly marked in figures. Drawings "in plan" will ordinarily be sufficient, but drawings "in elevation" should be included when the roof is not flat, or when there are important projections, the character of which may not be clearly understood from the plan. The points of the compass must be indicated on each drawing.

156. The drawings should show all gables, towers, chimneys, elevator shafts, water tanks, skylights, exits to the roof, ventilators, and adjacent buildings, trees, and fences. All such structures, with their elevations above the ground or roof, will be fully designated, as, for example: "Two-story brick building with gable roof, 30 feet high to apex." "Tight board fence, 6 feet high." "Pointed tower 15 feet high, above roof." "Live chimney, 7 feet high, above roof." Live chimneys and their distance from the proposed position of the instruments must always be shown. If the instruments are to be located

on the ground, the distances to adjacent buildings, fences, and trees will be given.

157. Photographic views of the building, roof, and grounds will be forwarded with the plans when they can be obtained without expense to the Bureau.

158. When a considerable change in the exposure of instruments is to be made by reason of removal of office or otherwise, special comparative readings, particularly of the instruments recording wind, temperature, and rainfall will be made at the two locations for a period of several months. Additional instruments for this purpose will be furnished from the central office as far as practicable. The official in charge will report upon the feasibility of maintaining the two exposures when the removal is proposed.

159. Before the installation of the barometers in the office selected, the actual elevation that the ivory points of the barometers will have when established will be determined in accordance with the provisions of Circular F, Instrument Division, and reported to the central office.

160. When the instruments are in position, two copies of the report of instruments (Form 1058-Met'l) will be prepared and one copy forwarded to the central office, the other retained at the station.

161. After installation no changes in the position, elevation, or exposure of any instrument will be made without specific authority from the central office.

162. Detailed instructions relative to the installation of instruments are to be found in the circulars of the Instrument Division.

163. Instructions relative to the execution of leases and contracts in connection with the establishment or removal of an office are printed on the blanks provided for that purpose. Such special instructions as the occasion may require will be furnished by the central office.

164. A book will be kept at each station to be known as the "Station Memorandum Book," in which will be entered under the proper dates such facts pertaining to the history and administration of the station as it is desirable should be recorded, and for the record of which there is no other provision. Marginal notes and an index will be made.

STATION DUTIES.

165. All station work will be kept fully in hand and strictly up to date, except in emergencies when the service of the public requires the entire attention of the office force. The necessity for the continued suspension of any part of the office work for more than a few days must be fully explained to the central office. Under ordinary conditions the current station work will invariably be kept up to date. The daily local record must be completed as far as practicable on the day following that for which it is the record, and the meteorological data from automatic records will be reduced and compiled as rapidly as the record sheets become available.

166. The work of the station will be equitably and impartially distributed among all employees, including the official in charge. At stations having more than one assistant, each assistant's desk will be numbered and the work apportioned among the desks according to the grade and experience of the employees. At intervals the work will be redistributed, in consistence with efficient service and good administration, in order that an impartial division of the station

duties shall obtain and that each employee may become familiar with the various branches of station work.

167. Each employee will be held strictly responsible for the prompt and thorough performance of the work assigned to his desk. Special agreements between employees will be considered in fixing responsibility for failure in the performance of any station duty only when made in writing and with the written approval of the official in charge. All agreements of this character will be entered in the Station Memorandum Book.

168. In reporting errors or failures in the performance of station duty the official in charge will name the employee responsible therefor.

169. When both morning and evening observations are taken at stations having only one assistant the official in charge will, as a rule, take one of the observations. When both observations are taken at stations having no assistant, authority to have one of the observations taken and enciphered by a competent messenger may be obtained from the central office. In an emergency, when the continuity of the record is endangered, a competent messenger may take and fully report an observation without further authority.

170. By decision of the United States Civil Service Commission messengers at Weather Bureau stations may perform duties of a semiclerical nature when such work is in addition to and not in lieu of their regular duties as messengers.

171. Laborers in the employ of the Bureau will not be permitted to perform any clerical duties or any duties that require other than mere manual labor.

172. The average duration of the work of an assistant must not, as a rule, exceed eight hours a day, and may be reduced to seven when the interests of the public service permit. In the distribution of forecasts, warnings, and crop reports, and in the service of the agricultural, marine, or commercial interests during an emergency, the hours of duty will be extended as may be necessary to make the work of the Bureau of the greatest benefit to the public; but when practicable, employees will be excused from duty for a period equal to the extra hours so served.

173. Weather Bureau offices will be kept open to the public from 9 a. m. to 4 p. m., local time, daily, except on Sundays and holidays. Office hours at stations handling commercial telegraph business will be from 8.30 a. m. to 7.30 p. m. at stations where two or more men are on duty, and from 9 a. m. to 4 p. m. at stations where but one man is on duty except as otherwise prescribed in Instructions to Operators on the Seacoast Telegraph Lines.

174. At stations where only one man is on duty he may close the office at a regular hour for a reasonable time each day for meals; and for other short periods when his official duty may require his presence elsewhere. When the office is closed during business hours, a notice of the probable time of the employee's return will be posted on the door.

175. Provision will be made for the prompt delivery of important messages received outside of office hours to an employee competent to act upon them immediately.

176. Except in emergency, the only duties to be performed on Sundays and on days declared holidays by the President or by act of Congress are: Taking and telegraphing observations, changing

register sheets, and such other work as can not be deferred without detriment to the efficiency of the service. In such emergencies as are enumerated in paragraph 172 the Sunday duties will be extended in accordance with the provisions of that paragraph.

177. The preparation of forms on Sundays or legal holidays by assistants is prohibited.

178. On days generally observed only as State or local holidays, in addition to the necessary duties enumerated in paragraph 176, the regular daily forecasts, maps, or bulletins, and forecast cards will be issued.

179. The following-named days are recognized as legal holidays: New Year's Day (January 1); Washington's Birthday (February 22); Memorial Day (May 30); Independence Day (July 4); Labor Day (first Monday in September); Thanksgiving Day (usually the last Thursday in November); Christmas Day (December 25).

When one of these holidays occurs on Sunday the following day will be observed as a holiday.

OFFICIAL CORRESPONDENCE.

180. Official correspondence should be brief, lucid, and courteous. It will be typewritten when practicable; letters and short indorsements will be written "open space;" quoted matter and long indorsements, when written on the letter, will be written "solid." Letters and manuscript will be written on one side of the sheet only, and with a margin of seven-eighths of an inch on the left side of the page. All but the most usual abbreviations will be avoided. The letter heads prescribed by the Chief of Bureau will be used on all official correspondence paper. The names of individuals will not be permitted to appear on official letter heads. (See Appendix, par. 77.)

181. Signatures will be autographic, and the official designation of the writer will be given, except that employees below the grade of observer, when in charge of station, will sign all communications not intended for the central office as "Official in charge, local office." The designation "Temporarily in charge" will be included in the title when appropriate.

182. Two or more subjects will not be treated in the same communication, but several letters may be inclosed in one envelope.

183. In answering a communication from the central office reference will be made to its date and to the division or section in which it was prepared.

184. Inclosures accompanying a letter should be described in the body of the letter, and the number of such inclosures noted at the left of the signature.

185. Letters will be folded in three equal folds when written on letter paper; in four folds when written on foolscap, folding from the bottom toward the top of the page.

186. All letters sent from stations to the central office or addressed to the central office through another station or whose subjects indicate that they must eventually be forwarded to the central office will be briefed, in typewriting when practicable, at the station where they originate or are first received.

187. The brief will be written on the back of the sheet bearing the signature. It will be placed on the top fold of the sheet, beginning the brief on the end of fold at the left-hand side of the letter. The

brief will consist of the following items: (1) City and State where written; (2) date; (3) name of writer, surname first; (4) a brief statement of the subject of the letter; and (5) number of inclosures. Above the brief a space of one and one-half inches will be reserved for the central office dating stamp. The proper arrangement of the brief is shown in Fig. 1.

188. Indorsements to letters will be placed on the second and subsequent folds, never on the brief fold. When additional indorsement space is needed, the number of indorsement folds will be increased by pasting to the bottom of the last page of the letter a sheet of paper of equal width or to the top of the third fold of the letter sheets of equal size. Indorsements of considerable length will be prepared on separate sheets of paper, and the following reference will be placed on the proper fold of the letter under the usual indorsement heading: "Respectfully returned to ———, inviting attention to the accompanying remarks."

189. On the brief fold of the remarks will be noted the following: "To accompany ——— indorsement, L. R. No. ———, 190—." At the bottom of the fold preceding that on which an indorsement is to be placed the word "Over" will be written or stamped in plain letters in red ink. Indorsements will be numbered consecutively and will be headed "U. S. Department of Agriculture, Local Office, Weather Bureau," with the name of the city and State, and the date, except when the communication indorsed already bears the official heading, when the heading "U. S. Department of Agriculture" will be omitted. The number of inclosures accompanying an indorsement should be stated as in the case of letters sent. For examples of these provisions see Fig. 1.

(Space, 1½ inches, for the central office dating stamp.)	1st indorsement.	3d indorsement.
<p>San Francisco, Cal., January 27, 1904. Johnson, B. F. Furnishes copy of barograph trace sheet of the S. S. Nippon Maru during the typhoon of September 22-29, 1903.</p>	<p>U. S. Department of Agriculture Local Office, Weather Bureau. San Francisco, Cal., January 30, 1904. Respectfully forwarded to the Chief U. S. Weather Bureau, Washington, D. C., A. G. McADIE, Professor of Meteorology.</p>	<p>Local Office, Weather Bureau. San Francisco, Cal., February 24, 1904. Respectfully returned to the Chief U. S. Weather Bureau, Washington, D. C., with the data requested. A. G. McADIE, Professor of Meteorology.</p>
1 incl.	2d indorsement.	3 incls.
Over.	<p>Central Office, Weather Bureau. Washington, D. C., February 10, 1904. Respectfully returned to the official in charge, local office, San Francisco, Cal., with request that the Greenwich mean time be entered on the barograph sheet. By direction of the Chief of Bureau. E. B. GARRIOTT, Professor, in Charge, Forecast Division.</p>	Over.
1 incl.		

Figure 1.

190. Legible copies of all letters and indorsements will be retained in the press-copying books provided for the purpose. Wholly illegible copies will be canceled, a second copy made on the succeeding page, and an explanatory note written over the defective copy. Partly illegible copies may be completed with a lead pencil. Under no circumstances will sheets be torn from a letter book. Letter-copying books will be used until all the pages therein have been filled.

191. All correspondence with other bureaus of the Department of Agriculture or with other Departments of the United States Government will be transmitted through the central office.

192. Communications from persons outside the Bureau, relating to other than routine station business, will be referred to the central office, with suitable recommendation.

193. Persons not cooperating with the Bureau, applying for Government publications, other than those of the Weather Bureau, should be directed to apply either to the Department issuing the publications, or to their Senators or Representatives in Congress.

194. Communications with storm-warning displaymen will be forwarded through the official in charge of the storm-warning section.

195. All communications from assistants, when practicable, will be transmitted through the official in charge. In lieu of a formal indorsement the initials of the official in charge, with the date, will be written on the face of the communication, opposite the words "Through official in charge," when recommendation or remark on the part of the official in charge is unnecessary.

196. In returning to the central office or to another station, a routine communication forwarded merely for the information of the official in charge, or directing action of minor importance, it will be sufficient to enter the word "Noted," or "Done," at the top of the indorsement fold of letters, and on the face of other communications, to indicate the action taken, followed by the initials of the official in charge and the date of return. Such indorsement with the initials of the official in charge may be written by a designated assistant, his own initials being added. No communication requiring a formal report of action, however, will be returned to the central office in this manner.

197. Unless requested, communications from the central office will not be returned.

198. Public officials will be addressed by title, not by name. Letters and indorsements to the central office will be addressed: "Chief U. S. Weather Bureau, Washington, D. C.," and to stations, "Official in Charge, Local Office, Weather Bureau (name of city and State)," except when the communication is confidential, or intended for the official in charge personally, in which case the address will be by name as well as title.

199. Telegrams for the central office and for regular Weather Bureau stations will be addressed "Observer (name of city and State)." Telegrams for storm-warning display stations will be addressed: "Displayman (name of city and State)." Telegrams containing forecasts or warnings, for persons other than regular Weather Bureau employees, will be addressed: "Weather (name of city and State)." All other telegrams will be addressed as may best insure their prompt delivery.

200. Complete indexes of "Letters sent" and "Letters received" will be maintained. Subject indexing, being especially important, must be full. Letters sent will be indexed in the index bound with the press-copying book; letters received will be indexed in the index books furnished for the purpose. The "Letters sent" index will be used until the copying book has been filled; "Letters received" index books will be opened periodically, annually, semiannually, or quarterly, as the amount of correspondence may require. Letter-copying books will be numbered consecutively, and each book will be labeled with its number and the period covered. "Letters received" index books will be marked to show the period covered and the consecutive number of the book for the current calendar year.

201. "Letters sent" and "Letters received" will be indexed as follows:

(a) *Letters sent*.—To the central office: Under the subject. To other places: Under title of addressee if to a public official, or name of addressee if to a private individual; place; subject.

(b) *Letters received*.—From the central office: Under title of writer if signed by chief, assistant chief, or chief clerk; under the division if by chief of division; subject. From other sources: Under title of writer if by a public official; under name of writer if by a private individual; place; subject.

202. Letters received will be folded to one size, numbered, and dated, as directed below, and filed in the order in which received during the calendar year. At the top of the brief fold will be entered: The serial number by calendar year, the date of receipt, name of station, and number of inclosures, if any. For example, see figure 2. Each inclosure should bear the number of the letter and a subnumber. For example, see figure 3, inclosure to figure 2. If desired for convenience of reference, letters received may be briefed fully, as in the case of letters addressed to the central office, or merely the name of the writer entered. (See Appendix, pars. 26 and 27.)

203. At stations having facilities for filing without folding letters may be filed either folded or flat, at the option of the official in charge. When letters are filed unfolded, the receiving stamp will be placed on the face of the letter at the top.

<p>No. 1776, 1900. Rec'd May 5, 1900. St. Paul, Minn. 1 incl.</p> <p>Complete brief or name of writer, surname first, may be inserted here.</p>
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Figure 2.

<p>No. 1—1776, 1900.</p>

Figure 3.

204. Letters containing mere requests for station publications, and which require no answer, and other letters of purely routine character and of transient value only may, in the discretion of the official in charge, be acted on and filed, without entry, for such disposition as may be recommended by an inspector and approved by the central office.

205. Administrative telegrams will be briefed, indexed, and filed, as directed in the case of letters.

206. When a record of the action taken in response to a communication does not appear in the letter-copying book, it will be noted on any blank space on the face of the letter or on a memorandum slip filed with the letter.

207. When a letter is permanently removed from the file, a memorandum slip, showing its serial number, date, date of receipt, subject, action taken (if not noted in "Letters sent" book), and disposition must be filed in its place.

208. (See Appendix, pars. 25 and 33.)

209. The name of the station and date of receipt will be marked on the title-page of publications for official use when received at stations.

210. Care will be exercised that the address on all mail matter is legible and complete. The practice of addressing local mail matter "City" will not be permitted.

211. In addition to the address, envelopes containing correspondence for the central office of the several classes enumerated below will be marked as directed.

212. Confidential letters should be marked as such at the top of the first page, and the word "Confidential" written on the face of the envelope.

213. Bills, vouchers, pay rolls, and other papers pertaining exclusively to payment for supplies or previously authorized expenses and letters necessarily accompanying them will be transmitted in envelopes marked "Accounts."

214. Forms and other periodical reports appertaining to the work of the different divisions will be transmitted in separate envelopes, each marked with the name of the proper division in the lower left-hand corner—thus: "Forms for ——— division."

215. Envelopes inclosing papers not enumerated in the preceding paragraphs will not be given any distinctive mark in addition to the address, unless specifically directed by the central office.

216. Correspondence must not be inclosed with forms, except when the forms are the subject of the correspondence, in which case the envelopes will not be marked as containing forms.

217. Packages weighing over 4 pounds, except single books, will not be mailed. Packages containing matter to which the weight limit is inapplicable, weighing in excess of 4 pounds, to be forwarded by mail, will be plainly marked to indicate the character of the contents. Printed or written official matter weighing in excess of 4 pounds, emanating from any of the Departments of the Government or the Smithsonian Institution, will be accepted for mailing at the post-office at Washington, D. C., but not elsewhere.

218. Official mail matter is entitled to transmission free of postage under penalty envelope or label in the domestic mails of the United States, including Hawaii, Porto Rico, Guam, the Philippine Archipelago, the Panama Canal Zone, and Tutuila and adjacent islands of

the Samoan group under the jurisdiction of the United States. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be forwarded in the same manner to Canada, Cuba, and Mexico.

INSPECTION.

219. For the purpose of inspection of Weather Bureau stations the United States is divided into two districts, designated respectively the eastern district, which includes the region to the east of the Mississippi River and all the Weather Bureau stations on that river, and the western district, comprising the remainder of the United States.

220. An inspector will be assigned to each district for three years at a time, during which period all stations in the district will be inspected. At the end of this period the inspectors will exchange districts.

221. All inspections of the regular meteorological stations of the Weather Bureau in the United States will be made by the regular inspectors of the Bureau unless otherwise specifically directed.

222. Inspectors will not inspect a station in charge of a professor without specific authority. An inspector may visit such a station, however, for consultation with the official in charge, to condemn property, and to make comparative readings between the standard and station barometers.

223. The inspection reports in the respective forecast districts will, with the exception of the confidential section, be forwarded to the central office through the official in charge of the district for his information and comment. The confidential section will be forwarded direct to the central office.

224. Officials in charge of storm-warning sections will, if practicable, make annual inspections of the display stations in their sections. These inspections will be made with special reference to the observation of and correction of defects in (1) the telegraphic delivery of Weather Bureau messages; (2) the promptness and efficiency of the displayman in hoisting and lowering warnings, for which a test "warning message" may be sent the displayman, and in posting and distributing information; (3) the character of the display, especially as regards its visibility from the harbor or anchorage; (4) the condition of the Weather Bureau property in the possession of the displayman, and (5) the completeness of the record of storm warnings (Form 1033-Met'l).

225. A written report of each inspection will be forwarded to the central office through the official in charge of the forecast district in which the display station inspected is located, except that reports of inspections of display stations on the lower Lakes will be forwarded through the inspector at Detroit, Mich., for his information and comment.

226. The officials in charge of storm-warning sections are authorized to delegate to a competent assistant the duty of making the inspections of storm-warning display stations in their sections, subject to the specific approval of the central office.

227. Officials in charge of sections of the Climate and Crop Service will make needed inspections of the stations of cooperative and paid observer at such times as their duties at the section center permit.

Such inspections will be made with a view to observing the exposure of the instruments, correcting any fault that may be discovered, and to give the observer such instruction in the performance of his duties as may be necessary. A written report of the action taken in each case will be rendered to the central office.

228. The official in charge of each Climate and Crop Section will be informed annually of the amount allotted to his section for inspection expenses. Expenses in excess of the amount allotted will not be incurred, and no inspections will be made during the months of May and June unless such inspections can be made without expense to the United States.

229. In requesting authority to inspect substations the names of the stations and the probable dates of inspection will be stated.

230. No journey for the purpose of inspecting substations which involves expense to the United States will be undertaken without specific authority.

231. For further instructions regarding journeys of inspection see paragraphs 121 and 122.

CLASSIFICATION OF FORMS.

232. (See Appendix, par. 22.)

233. A few general departmental forms, relating to accounts, that are not numbered according to this classification are in use.

234. No change in the serial number or character of forms rendered by stations will be made except by authority of the Chief of Bureau.

FORECASTS AND WARNINGS

AUTHORITY TO FORECAST.

235. The forecasts and warnings issued by the Weather Bureau are: (1) State forecasts, issued by specially designated district forecasters, for distribution throughout the State for which the forecast is made; (2) local forecasts, issued by specially authorized officials in charge of stations, for distribution in the city where issued and its immediate vicinity; (3) special forecasts and warnings of storms, cold waves, frosts, heavy rains and snows, floods, etc.

236. The following stations are the respective forecast centers for the districts comprising the States enumerated:

Boston, Mass.—Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Washington, D. C.—New York, Pennsylvania, New Jersey, Delaware, Maryland, District of Columbia, Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, West Virginia, and Ohio.

Chicago, Ill.—Illinois, Indiana, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, South Dakota, North Dakota, and Montana.

Louisville, Ky.—Kentucky and Tennessee.

Denver, Colo.—Colorado, New Mexico, Arizona, Utah, and Wyoming.

San Francisco, Cal.—California and Nevada.

Portland, Oreg.—Washington, Oregon, and Idaho.

New Orleans, La.—Louisiana, Arkansas, Texas, Oklahoma, and Indian Territory.

237. The officials in charge of the forecast centers at Boston, Mass., Chicago, Ill., Louisville, Ky., Denver, Colo., and New Orleans, La., will issue weather and temperature forecasts, and storm, cold-wave, frost, and other warnings based on the 8 a. m. reports, forwarding copies immediately by telegraph to the central office.

238. The night synopses, night forecasts, and all storm, cold-wave, frost, and other warnings based on 8 p. m. and special reports will be issued from the central office for the districts named in the preceding paragraph. The warnings will be telegraphed to the district centers for distribution over the signature of the forecaster in charge of the district.

239. The officials in charge of the Portland, Oreg., and San Francisco, Cal., centers will issue forecasts, and storm, cold-wave, frost, and other warnings based on 8 a. m., 8 p. m., and special reports, for their respective districts, forwarding copies of all except 8 p. m. forecasts immediately by telegraph to the central office.

240. When in the judgment of the chief of the Forecast Division warnings should be ordered for any portion of any district, such warnings not having been ordered by the forecaster in charge of the district, action will be taken to issue such warnings from the central office.

241. Storm, cold-wave, frost, heavy rain, heavy snow, and other warnings will be issued from forecast centers only, except as otherwise specifically provided.

242. Flood warnings and forecasts of river stages will be issued from forecast centers that are river centers, and from specially designated river centers. Copies of all river forecasts and warnings will be promptly transmitted to the central office; regular forecasts on the daily river forecast card (Form 1086—Met'l); and special forecasts on the special river forecast card (Form 1087—Met'l). Flood warnings will be immediately transmitted by telegraph to the central office. (See Appendix, par. 84.)

243. Hurricane and emergency warnings will be issued from the central office only.

244. Forecasts of tornadoes are prohibited. When conditions are favorable for the occurrence of destructive local storms the term "severe thunderstorms" or "severe local storms" may be used by district forecasters. The phrase "conditions are favorable for destructive local storms" will be used only by the Chief of Bureau, or, in his absence from the central office, by the chief of the Forecast Division.

245. In emergencies, when conditions exist which urgently demand the issuance of storm, cold-wave, frost, or flood warnings, and the warning can not be received from the forecast center by reason of interrupted telegraphic communication, or when serious delay will result from awaiting its arrival, an official in charge of station is authorized to issue the warning.

246. Whenever it is clearly indicated that the conditions for which storm, cold-wave, or other warnings have been ordered are no longer dangerous, the official in charge of station is authorized to lower the warning.

247. If the verifying velocity, low temperature, or other extreme condition has occurred previous to the receipt of the warning, it will not be displayed or distributed.

248. Judgment will be exercised in the use of the authority granted by the three preceding paragraphs to avoid issuing or withdrawing warnings on insufficient information; or when the warning or withdrawal will be received or can be obtained without undue delay, from the forecaster in charge of the district, or from the central office.

249. When warnings of any kind are displayed, lowered, or withdrawn at the discretion of an official in charge of station under the provisions of paragraphs 245, 246, and 247, a report of the conditions and the action taken will be filed at once at the telegraph office for transmission to the central office, accompanied by a special observation if the time be more than two hours after an observation has been telegraphed. At stations in the San Francisco and Portland forecast districts the report of action and special observation will be forwarded to the district center for transmittal to the central office.

250. Local forecasters and section directors, by reason of their rank, have authority to make local forecasts of weather, temperature, and direction and force of the wind for the places where they are stationed, except where such authority has been specifically revoked.

251. Other officials in charge of stations and first assistants at large stations who have made practice forecasts for a period of at least twelve months, with a fair record of accuracy for a period of six months, may be authorized to make local forecasts for the station where they are serving.

252. Authority to make local forecasts, granted under the provisions of the preceding paragraph, will not be considered authority to forecast for another station to which the employee may be assigned.

253. An employee not authorized to make local forecasts, temporarily assuming the duties of another who has such authority, will not make forecasts unless so instructed.

254. The part of the State forecast applicable to the locality will be published as a local forecast at stations where the official in charge has not been authorized to make forecasts and at other stations when the official in charge is sick or temporarily absent, unless an assistant has been authorized to make forecasts.

255. Each official authorized to make local forecasts will make practice forecasts for an "outer" station designated by the chief of the Forecast Division, and practice local cold wave and frost warnings based on the 8 a. m. reports only. He will also make practice local storm warning orders based on the 8 a. m. reports only, if storm warnings are displayed at his station. These practice forecasts and warnings, made for the "home" station only, will not be published, but will be entered on separate local forecast reports (Form 1069-Met'l) and forwarded to the central office for verification. (See Appendix, par. 14.)

256. Permission to make practice forecasts in order to qualify for making local forecasts in accordance with the provisions of paragraph 251 will be granted only to officials in charge of stations and to first assistants at large stations.

PREPARATION OF FORECASTS AND WARNINGS.

257. All forecasts and warnings will be prepared with a view to serving the public interests as thoroughly as possible, and should represent the judgment of the forecaster respecting the condition anticipated as explicitly as practicable.

258. The officials charged with the duty of preparing the State forecasts will carefully study the climatology of their respective districts, particularly with regard to the occurrence of unusual weather conditions that injuriously affect agricultural, commercial, or other property interests, that such interests may be afforded timely warning of the expected occurrence of cold waves, frosts, heavy rains or snows, violent windstorms, floods, etc.

259. The district forecasters and those eligible for assignment to such duty will thoroughly acquaint themselves with the interests and industries of each locality in the districts under their supervision in order that local needs may be met as fully as possible. Especial care will be given to the preparation of forecasts for holidays and on occasion of local events such as fairs, conventions, etc.

260. The district forecasters and officials in charge of river centers will carefully study all available data appertaining to the regimen of the rivers of their districts in order that they may accurately forecast daily changes and the movement of flood waves and the stages at the various river stations during the progress of flood conditions.

261. Officials in charge of stations will inform the central office and the district forecaster of the establishment or growth of interests in their vicinity that are exposed to damage by extreme weather conditions in any season of the year in order that forecasts may be made at the proper time to give the greatest protection to such interests.

262. Preliminary to making the forecast, and as an aid thereto, a pencil chart will be prepared on the forecast map (Map A), consisting of isobars and isotherms based on data from all stations from which reports are received.

263. The data will be entered in black lead pencil. The temperature, pressure, and wind velocity at the time of observation, and the 24-hour rainfall will be written, in the order named, in a column immediately to the right of the circle representing the station. The wind direction and state of the weather at the time of observation will be indicated by an arrow and symbol entered on the circle. In addition there may be entered, at the discretion of the forecaster, the 24-hour changes of pressure and temperature, in red and blue pencil respectively, the maximum or minimum temperature, and the thunderstorm symbol when appropriate.

264. Isobars and isotherms will be drawn for each tenth of an inch of pressure and 10° of temperature, the isobars in red pencil and the isotherms in blue. In charting areas of low pressure in which the central pressure is more than five-hundredths of an inch lower than the lowest isobar for a tenth of an inch an additional isobar for five-hundredths of an inch will be drawn. No other intermediate isobars or isotherms will be used.

265. All forecast maps will be preserved as a part of the station records.

266. Storm, cold wave, frost, and other warnings based on the

regular observations will be issued by district forecasters before beginning the preparation of the regular forecasts.

267. When cold-wave warnings are ordered on p. m. reports the warning will be repeated in State forecasts issued on the following morning, provided the warnings will, in the judgment of the district forecaster, be verified for the period beginning at 8 a. m.

268. The local forecast will not be issued until after the receipt of the State forecast, except when the State forecast is unduly delayed. It is desired that the local forecaster consult the State forecast in making the local prediction.

269. When the usual mail connections will be missed by delay due to a nonreceipt of the State forecast, maps and bulletins will be issued with the local forecast only. In such cases the local forecast will be made by officials in charge of stations, even though they have not been authorized to make local forecasts regularly for publication or practice. When during any one month there have been three or more instances in which maps or bulletins have been issued without the State forecasts, a special report of the fact will be made to the central office.

270. The local forecast may be so amplified with regard to local interests and the occurrence of local events as to give the public the largest measure of benefit. Whenever such forecasts will be of value to local interests the local forecast will contain, during critical periods of cold, a forecast of the probable minimum temperature of the following night, and during periods of extreme heat a forecast of the probable maximum temperature of the following day. (See Appendix, pars. 16 to 18.)

271. The daily forecast will consist of predictions of weather and temperature. Forecasts of the direction and force of the wind for the States bordering on the Atlantic, Pacific, and Gulf coasts, and on the Great Lakes, will be issued from the forecast centers. Local forecasts at stations on the lakes and on the seacoasts will contain a prediction of the direction and force of the wind. The wind forecast, when given, will be placed immediately after the forecasts of weather and temperature.

272. The standard time principally used in each forecast district will be used in all forecasts and warnings issued from the respective forecast centers.

273. Forecasts based on the 8 a. m. reports will be for the night of the current day, 8 p. m. to 8 a. m., and for the following day, 8 a. m. to 8 p. m. They may cover the afternoon of the current day only when marked changes are expected.

274. The period to which the forecast applies will be mentioned in each forecast. The 12-hour period ending at 8 a. m. of the following day will be referred to as "to-night" or "to-night and the early morning." The 12-hour period ending at 8 p. m. of the following day will be referred to by the name of the day, or as the afternoon of that day, thus, "Tuesday" or "Tuesday afternoon." The afternoon of the current day will be referred to as "this afternoon;" the name of the day will not be used with reference to this period. The use of the terms "to-day," "evening," and "to-morrow" is prohibited.

275. When the forecasts of weather and temperature are the same for both of the 12-hour periods, the two periods will be mentioned together.

276. When forecasts for the two 12-hour forecast periods are not the same, the second period will begin with the name of the day of the week, and that part of the forecast that follows the name of the day of the week will apply to the second period only.

277. The forecasts based on the 8 p. m. reports will be for the 48-hour period following the observation on which they are based, except in the Portland and San Francisco forecast districts where the forecast issued at night will be for a period of 24 hours following the observation on which it is based.

278. The following examples indicate the proper arrangement of the weather and temperature forecasts:

Forecast issued 8 a. m. Monday.—Fair to-night; Tuesday, rain.

Forecast issued 8 a. m. Monday, to cover Monday afternoon.—Rain this afternoon; fair to-night; Tuesday, rain.

Same forecast for both periods.—Fair and warmer to-night and Tuesday.

Forecast issued 8 p. m. Monday.—Fair and warmer Tuesday; Wednesday, rain and cooler.

279. Ambiguous expressions will be avoided in the preparation of forecasts. Forecasts should be so worded that their meaning and application to forecast periods do not depend on punctuation marks. When the conditions are so uncertain as to make the accuracy of the forecast doubtful, the word "Probably" or "Possibly" may be used.

280. Forecasts of "Fair," "Partly cloudy," or "Cloudy" will be made when precipitation to the amount of 0.01 inch or more is not expected. (See Appendix, pars. 7 to 13.)

281. When precipitation of 0.01 inch or more is expected, its character will be indicated by the use of such terms as "Rain," "Snow," "Local rain," "Showers," "Local snow," "Snow flurries," "Thunder-showers," "Thunderstorms," etc. (See Appendix, pars. 7 to 13.)

282. The term "Clearing" may be used when precipitation is occurring at the time of the observation on which the forecast is based, and it is expected that it will continue into, but end within, the period named. It may also be used to refer to a period immediately following one for which precipitation is forecast. It will not be used except as specified, and then only when it is expected that the period to which the forecast "Clearing" refers will be followed by a period without precipitation and with nearly clear sky.

283. Forecasts of temperature changes will be made when the 24-hour changes at 8 a. m. and 8 p. m. of the following day are expected to equal or exceed 6° in the months of June, July, August, and September; 8° in April, May, October, and November; and 10° in December, January, February, and March. (See Appendix, pars. 7 to 13.)

284. The terms "Warmer," "Colder," "Decidedly warmer," "Decidedly colder" will be used in describing the corresponding changes. The terms "Slightly higher" or "Slightly lower temperature" will not be used except during periods of abnormal heat or cold.

285. The Beaufort scale of wind force will be used in all wind forecasts and storm warnings and in designating the force of the wind for all other purposes except that of estimating the velocity of the wind when the anemometer is out of order, as prescribed in paragraph 35, page 11, Circular A, Instrument Division.

Beaufort scale.

Force.	Designation.	Miles per hour.
0	Calm	0 to 8
1	Light air	8
2	Light breeze	13
3	Gentle breeze	18
4	Moderate breeze	23
5	Fresh breeze	28
6	Strong breeze	34
7	Moderate gale	40
8	Fresh gale	48
9	Strong gale	56
10	Whole gale	65
11	Storm	75
12	Hurricane	90 and over

286. For forecast purposes the States are grouped as follows:

New England States.—Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut.

Middle Atlantic States.—Eastern New York (the portion of the State east of the meridian of 76°), eastern Pennsylvania (the portion of the State east of the meridian of $77^{\circ} 30'$), New Jersey, Delaware, Maryland, District of Columbia, Virginia.

South Atlantic States.—North Carolina, South Carolina, Georgia, eastern Florida (the portion of the State east of the Appalachicola River except Key West).

East Gulf States.—Western Florida (the portion of the State west of the Appalachicola River), Alabama, Mississippi.

West Gulf States.—Louisiana, Arkansas, eastern Texas (the portion of the State east of the meridian of 100°).

Southern Slope States.—Western Texas (the portion of the State west of the meridian of 100°), New Mexico, Oklahoma, Indian Territory.

Ohio Valley and Lake Region.—Tennessee, Kentucky, West Virginia, western Pennsylvania (the portion of the State west of the meridian of $77^{\circ} 30'$), western New York (the portion of the State west of the meridian of 76°), Ohio, Indiana, Illinois, lower and upper Michigan.

Upper Mississippi and Missouri Valleys.—Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas.

Northern Rocky Mountain States.—Colorado, Wyoming, Montana, Idaho.

Pacific States.—Oregon, Washington, California.

Southern Plateau States.—Nevada, Utah, Arizona.

287. When practicable the State forecasts will be arranged for publication in the order given above, except in the Portland, Oreg., forecast district, where Idaho will follow Washington.

288. When the same forecast of weather, temperature, and winds applies to several contiguous States they may be grouped together, but not otherwise. When all of the New England States are so grouped they may be referred to as "New England."

289. The District of Columbia will always be placed first in a group in which it occurs.

290. Storm warnings will be ordered for Weather Bureau stations where warnings are displayed, and adjacent storm-warning display stations, when the wind is expected to attain a velocity, for a period of

five minutes, equaling or exceeding the verifying velocity within the twenty-four hours following the time that the warning is ordered hoisted.

291. Advisory warnings will be sent to all stations which in the judgment of the district forecaster should receive notification of the display.

292. The following are the verifying velocities for Weather Bureau stations at which storm warnings are displayed:

[Verifying velocities are subject to change.]

Stations.	Verifying velocity.	Stations.	Verifying velocity.
<i>Atlantic and Gulf coasts.</i>		<i>Great Lakes—Continued.</i>	
Eastport.....	34	Buffalo.....	46
Portland, Me.....	28	Erie.....	34
Boston.....	32	Cleveland.....	40
Nantucket.....	40	Sandusky.....	36
Block Island.....	44	Toledo.....	32
New Haven.....	28	Detroit.....	36
New York.....	44	Port Huron.....	36
Atlantic City.....	34	Alpena.....	36
Cape May.....	34	Grand Haven.....	36
Baltimore.....	26	Chicago.....	40
Norfolk.....	26	Milwaukee.....	36
Cape Henry.....	40	Green Bay.....	32
Hatteras.....	40	Escanaba.....	28
Manteo.....	36	Sault Ste. Marie.....	30
Wilmington.....	30	Marquette.....	32
Charleston.....	36	Houghton.....	24
Savannah.....	32	Duluth.....	40
Jacksonville.....	34		
Jupiter.....	34	<i>Pacific coast.</i>	
Key West.....	32	Neah Bay.....	40
Tampa.....	28	North Head.....	a 48
Pensacola.....	36	Tatoosh Island.....	a 48
Mobile.....	32	Seattle.....	35
New Orleans.....	30	Tacoma.....	26
Galveston.....	32	Astoria.....	30
Corpus Christi.....	34	Eureka.....	b 36
		Point Reyes Light.....	b 40
<i>Great Lakes.</i>		San Francisco.....	b 36
Oswego.....	34	Port Los Angeles.....	c 30
Rochester.....	30	San Diego.....	b 30

a 60 from SE.
(See Appendix, par. 1.)

b NW. warnings not displayed.

c 20 between SE. and SW.

293. In issuing an order to hoist a storm warning, district forecasters will state: (1) The direction of the warning; (2) the time it is to be hoisted; (3) the names of the stations where it is to be hoisted; (4) the location of the storm center and the probable direction in which it will move, with a forecast of the force, direction, and shifts of the wind.

294. Orders to change or continue a warning will be issued in the same form as the original storm-warning message.

295. Orders to lower storm warnings will be issued by district forecasters when the condition for which the warning was issued passes or dissipates before the expiration of the 24-hour period.

296. The following examples indicate the proper arrangement of such messages:

Storm-warning order.—Southeast storm warning, 10.30 a. m. Cape May, Atlantic City, Philadelphia, New York. Storm over upper Mississippi Valley moving east. Increasing east to south winds becoming high to-night, and later shifting to southwest.

Order to change direction of warning.—Change to northwest storm warning, 9 p. m., etc.

Order to continue warning.—Continue northwest storm warning 10.30 a. m., etc.

Order to lower warning.—Warning down, 4.30 p. m.

297. Advisory messages will be issued to all stations where there are interests likely to be effected by the storm conditions. Advisory messages will be preceded by the word "Advisory," except that storm-warning messages may be sent without change, as advisory messages to stations not named therein, which in the judgment of the forecaster should receive notification of the displays.

298. When a tropical hurricane, or other storm, or cold wave of extreme severity is indicated for any portion of the United States east of the Rocky Mountains, the chief of the Forecast Division will send special warnings to Weather Bureau officials in the threatened districts. These warnings will be known as emergency warnings and will always contain the words "Notify postmasters."

299. Cold-wave warnings will be ordered when it is expected that a 24-hour fall in temperature, equaling or exceeding that specified for the district, will occur within the 36 hours following the observation upon which the order is based, accompanied by a minimum temperature of the required degree or lower. The districts and the respective temperature falls, and minimum temperatures required to verify cold-wave warnings during the different seasons are as follows:

300. In northern Maine, northern New Hampshire, northern Vermont, northeastern New York, western Wisconsin, western Iowa, Minnesota, North Dakota, South Dakota, Nebraska, Montana, Wyoming, Idaho, eastern Washington, and eastern Oregon: A 24-hour fall of 20° , with a minimum of zero in December, January, and February, and a minimum of 16° from March to November, inclusive.

301. In southern Maine, southern New Hampshire, southern Vermont, Massachusetts, Rhode Island, Connecticut, New York (except northeastern part), northern New Jersey, Pennsylvania, Ohio, Indiana, Michigan, Illinois (except Cairo), western Maryland, West Virginia, northern Kentucky, Missouri, eastern Iowa, eastern Wisconsin, Kansas, Colorado, the Texas panhandle, northern New Mexico, northern Arizona, Utah, and Nevada: A 24-hour fall of 20° , with a minimum of 10° in December, January, and February, and a minimum of 24° from March to November, inclusive.

302. In southern New Jersey, Delaware, eastern Maryland, the District of Columbia, Virginia, western North Carolina, the northwestern quarter of South Carolina, northern Georgia, northern Alabama, northern Mississippi, Tennessee, Cairo, southern Kentucky, Arkansas, Oklahoma, Indian Territory, northern Texas (except the panhandle), southern New Mexico, western Washington, and western Oregon: A 24-hour fall of 20° , with a minimum of 20° in December, January, and February, and a minimum of 28° from March to November, inclusive.

303. In eastern North Carolina, central South Carolina, central Georgia, central Alabama, central Mississippi, northern Louisiana, and central Texas: A 24-hour fall of 18° , with a minimum of 25° in December, January, and February, and a minimum of 32° from March to November, inclusive.

304. In the coast region of South Carolina and Georgia, extreme southern Georgia, Florida, extreme southern Alabama, extreme southern Mississippi, southern Louisiana, the Texas coast, California, and southern Arizona: A 24-hour fall of 16° , with a minimum of 32° in December, January, and February, and a minimum of 36° from March to November, inclusive.

305. In ordering cold wave or frost warnings for places east of the Rocky Mountains, professors and district forecasters will carefully note whether the position of the "high" and the configuration of the isobars conform to the following: Draw north-and-south and east-and-west lines through the place for which the warning is intended, as in the figure below, and note whether the "high" is wholly within the northwest quadrant, and if the isobars form an angle of 90° or more with the east-and-west line extended. In determining the angle between the east-and-west line extended and the isobars, the angle on the northern side of the line and the western side of the isobars should be considered. Note that if the trend of the isobars is northwest-southeast the angle will be less than 90° , if north-south it will be 90° exactly, and if northeast-southwest it will be greater than 90° . If these conditions are not fulfilled—that is to say, if the "high" is not wholly within the northwest quadrant and if the angle formed by the isobars and the east-west line is less than 90° , then officials will order cold wave and frost warnings only with the greatest caution.

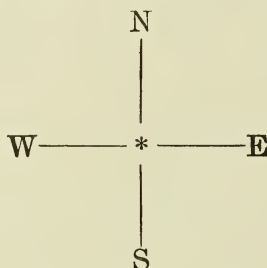


Figure to illustrate foregoing text.

*Place for which forecast is to be made.

306. While it is not desired to hamper in any way the free exercise of judgment on the part of forecasters, yet repeated failures by reason of neglecting the above precept will be sufficient cause for a suspension of authority to make forecasts.

VERIFICATION OF FORECASTS AND WARNINGS.

307. The official verification of forecasts will be made only at the central office. For this purpose copies of all forecasts and warnings issued, and all practice forecasts and warnings will be forwarded to the central office.

308. District forecasters will forward copies of all forecasts prepared by them each day to the central office in an envelope marked "Forecasts for Forecast Division."

309. Exact copies of all local and practice weather and temperature forecasts, storm, cold wave, and frost warnings will be entered on the local forecast report (Form 1069-Met'l) and forwarded to the central office. When the local forecast differs from the State forecast, the differing portions will be underlined—weather forecasts in red,

temperature forecasts in blue. At stations where weather maps or bulletins are issued, the local forecast report (Form 1069-Met'l) will be attached to a copy of the map or bulletin and forwarded with it to the central office. (See Appendix, pars. 7 to 15.)

310. All practice forecasts must be prepared without consultation with anyone, and must be completed before 11.30 a. m., and mailed before 12 noon of the same day.

311. After the expiration of each frost-warning order, and after the occurrence of each frost or frost temperature, whether or not warnings were received from the district forecast center or issued locally, the required entries will be made on the proper form (1069B-Met'l). After the expiration of each month and on or before the 10th of the succeeding month reports on cold waves and windstorms will be rendered on Form 1069A and 1069C, respectively.

312-319. (See Appendix, pars. 6 to 15.)

320. A storm warning will be verified by the occurrence of a verifying velocity for a period of five minutes at the station where the warning is displayed, or by the occurrence of a verifying velocity within 150 miles of the station, within twenty-four hours after the warning was ordered hoisted, and without regard to changes in the original order that may be made during the period.

321. The continuance of a verifying velocity for a period of twenty minutes without a warning will be considered a storm without a warning.

322. Not more than one verification, or one storm without warning will be counted for any one station during any 24-hour period.

323. In determining the percentage of verification the number of warnings verified will constitute the dividend; and the sum of the number of warnings verified, the number of warnings not verified, and the number of storms without warnings will constitute the divisor.

324. Cold-wave warnings will be verified by the occurrence of the required 24-hour fall in temperature, accompanied by the required minimum within the thirty-six hours following the regular observation on which the warning is based.

325. The occurrence within a 24-hour period of the temperature change and minimum temperature required to verify a cold-wave warning, for which a warning was not issued, will be counted a cold wave without warning.

326. Not more than one verification, or one cold wave without warning will be counted at any one station during any 24-hour period.

327. In determining the percentage of verification, the number of cold-wave warnings verified will constitute the dividend; and the sum of the number of warnings verified, the number of warnings not verified, and the number of cold waves without warnings will constitute the divisor.

328. The 24-hour falls in temperature and temperatures required to be reached to verify cold-wave warnings in the various districts are stated in paragraphs 300 to 304.

329. For the period indicated on the chart published with Instructions 68, 1902, warnings of light and heavy frosts will be verified by the occurrence of light and heavy frosts, respectively; and also by a reported minimum temperature of 40° and 32° , respectively, accom-

panied by clear or partly cloudy weather and light winds or calm during the period for which frost is forecast.

330. In determining the percentage of verification the number of frost warnings verified will constitute the dividend; and the sum of the number of frost warnings verified, the number of warnings not verified, and the number of frosts and verifying temperatures without frost for which warnings were not issued will constitute the divisor.

SPECIAL OBSERVATIONS AND SPECIAL MESSAGES.

(See also Appendix, par. 81.)

331. The chief of the Forecast Division and the district forecasters on duty at the forecast centers at San Francisco, Cal., and Portland, Oreg., only are authorized to call for special observations.

332. The special observations provided for by paragraph 125, pages 20 and 21, Weather Code, will be telegraphed to the central office only, except at stations in the San Francisco and Portland forecast districts, where they will be telegraphed to the respective forecast center.

333. In calling for special observations, district forecasters will usually direct them to be taken at 1 p. m. or 4 p. m., except on Sundays and holidays, when they may be directed to be taken at noon instead of 1 p. m.

334. Seventy-fifth meridian time will be used in taking and timing special observations. Special observations will be begun at the time specified in the call, and the time of beginning will be reported as the time of the observation.

335. In addition to the special messages provided for by paragraph 125, Weather Code, an advisory message will be forwarded to the central office, or at stations in the San Francisco and Portland forecast districts to the respective district center, whenever, except between the hours of 8 a. m. and noon and 8 p. m. and midnight, dangerous weather conditions are indicated for the vicinity of the station and warnings have not been received. The message should consist of the data of a special observation and a brief statement of the condition likely to occur, and the interests exposed to injury. With reference to the expected occurrence of a verifying velocity of the wind, the word "Warnings" with a special observation will be sufficient. In case a special observation has been called for, the advisory message may be included with it.

336. When warnings of any kind are displayed or lowered by an official in charge of station a special observation will be taken and telegraphed with the notification, if the time be more than two hours after an observation has been telegraphed.

DISTRIBUTION OF WEATHER INFORMATION.

337. All available means of distribution will be utilized to secure the widest possible dissemination of weather information to the public, and prompt and effective service to interests specially affected by meteorological conditions. (See Appendix, pars. 2 to 5.)

338. The press will be given special consideration in view of the wide distribution afforded by this means. Efforts should be made to furnish matter in such form and at such times as will best conform to the wishes of the managers of the newspapers, and at the same time subserve public interests.

339. The editors should be consulted and the appropriate headings and proper arrangement of the data suggested. It should be urged that the matter furnished by the Weather Bureau be properly accredited, and that the exact wording of forecasts and special bulletins be followed.

340. (See Appendix, par. 62.)

341. The official in charge is responsible for the correctness of all weather reports published at his station, and must take every precaution to guard against errors. The accuracy of published reports must be verified daily by personal inspection and an effort made to discover the source and prevent the repetition of such errors as may be discovered.

342. In announcing the probable occurrence of unusual meteorological conditions care will always be taken to avoid sensationalism. To avoid exaggeration such as would tend to discredit the official predictions, statements to the press and the public, enlarging upon or explaining information received by telegraph, should be made as conservative as possible.

343. (See Appendix, par. 29.)

344. Violations of the following law prohibiting the publication of unauthorized or counterfeit forecasts will be promptly reported to the central office:

Any person who shall knowingly issue or publish any counterfeit weather forecasts or warnings of weather conditions, falsely representing such forecasts or warnings to have been issued or published by the Weather Bureau, or other branch of the Government service, or shall molest or interfere with any weather or storm flag or weather map or bulletin displayed or issued by the United States Weather Bureau, shall be deemed guilty of a misdemeanor, and, on conviction thereof, for each offense, be fined in a sum not exceeding five hundred dollars or be imprisoned not to exceed ninety days, or be both fined and imprisoned, in the discretion of the court.

345. In order to provide for a prompt and effective distribution of forecasts and warnings by maps, bulletins, cards, telephone, and telegraph, officials in charge of stations will prepare lists of persons to whom the forecasts and warnings are specially useful. These lists will be classified both according to the character of the information to be distributed and the means of distribution.

346. If practicable, the mailing lists for each train and for each distribution route will be made up separately, and supplies of the corresponding wrappers and blank cards addressed in advance.

347. Storm, advisory, cold-wave, and frost warnings will be published on maps, bulletins, and forecast cards when received in time.

348. A special effort will be made to furnish forecasts and warnings to telephone, telegraph, and railroad companies that will agree to post them at the offices on their lines without expense to the United States. Blank bulletins and frames in which to display them will be furnished as far as the appropriation will permit.

349. The rural free delivery will be utilized as extensively as possible in the distribution of a. m. forecasts and warnings. The following extract from a letter of the First Assistant Postmaster-General, under date of May 31, 1901, requests the cooperation of postmasters and carriers in this important work.

It is the desire of the Post-Office Department that postmasters and carriers at rural free-delivery offices will cooperate as far as possible in the distribution of weather forecasts, which should be treated (the same) as other official mail matter.

350. Once each year all mailing lists will be revised and purged of the addresses of persons who no longer desire to receive the information or publications sent them, and of such other addresses as are found on inquiry should be dropped. The mailing list purging card will be used in ascertaining the wishes of the recipients of weather information or publications.

351. In addition to the means of distribution already enumerated, the weather and temperature forecasts and cold-wave warnings are communicated to the public by means of flag displays and whistle signals. This work is under the direction of the officials in charge of section centers of the Climate and Crop Service. Communications received at other stations from persons desiring to display flags or sound whistles for the purpose of giving the public the benefit of the forecasts will be referred to the section center for the State or to the central office. (See Appendix, par. 36.)

352. (See Appendix, par. 19.)

353. Only the forecasts based on the 8 a. m. reports will be used for the weather and temperature display. The flags will represent the forecast for the twenty-four hours beginning at 8 p. m. of the day the flags are hoisted. Weather and temperature and cold-wave flags will invariably be lowered at sunset of the day they are hoisted, and will not be displayed on the following day until the receipt of the forecast.

354. The weather and temperature and cold-wave flags and the whistle signals are described and their significance explained in descriptive forms and circulars, Forms 4010-Mis. and 4010A-Mis., which will be distributed in localities where the flags are displayed.

355. When a cold-wave order is received, or when the regular forecast contains warning of a cold wave, the cold-wave flag will be displayed at all stations in the region for which the cold wave is forecast.

356. On the sea, gulf, and lake coasts the expected approach of storms dangerous to shipping is announced by the display of storm warning flags by day and storm-warning lanterns at night.

357. Instructions for storm-warning displaymen are published separately. The storm and hurricane warnings are described and explained on the card, storm and hurricane warnings (Form 4062-Mis.). A supply of these cards should be kept on hand for distribution to the public at all stations where the warnings are displayed. (See Appendix, pars. 2, 3, 4, and 5.)

358. Storm and hurricane warnings will be displayed until twenty-four hours after the hour specified in the order, unless sooner changed or ordered down.

359. No other flag will be displayed on the same staff with a cold-wave, storm, or hurricane warning.

360. In addition to the display at regular Weather Bureau stations the storm warnings are displayed at special display stations by cooperating storm-warning displaymen.

361. The storm-warning display stations are grouped in sections and each section is placed under the control of an official in charge of a regular Weather Bureau station, designated the section center.

362. (See Appendix, par. 64.)

363. Upon receipt of a warning message from the central office at a district forecast center it will be promptly repeated to the stations.

to which it applies, over the signature of the district forecaster in charge.

364. Officials in charge of stations other than district forecast centers will transmit forecasts, storm-warning orders, etc., to display stations over the signature of the message received.

365. Storm-warning orders received at storm-warning section centers too late in the evening to be transmitted to the display stations on account of the closing of the telegraph offices at such stations will not be filed for transmission unless they end with the word "Urgent." When messages are held under this provision, the official will be especially vigilant on the following morning and, if the conditions indicate the continued necessity for the display of warnings, he will order them at the earliest practicable moment, notifying the central office of his action.

366. When a district forecaster has ordered warnings, or an official in charge of station has hoisted warnings at his station and later receives an order for warnings differing from those already hoisted, he will use his own discretion in the matter of changing the warning already ordered.

367. If the order received contains the words "Notification received," the official will understand that his message informing the central office that he has ordered warnings has been received, and he will hoist the warning ordered.

368. When an order to hoist the hurricane warning is received at any station, every effort will be made to give the warning the widest possible distribution on land, and to notify all vessels that it is dangerous to leave port.

369. There is no distinctive night-hurricane warning, but when that warning is to be continued overnight the storm-warning lanterns will be displayed, the direction being determined from the information contained in the order.

370. The officers of the Customs, Life-Saving, Revenue-Cutter, and Light-House services have been directed to assist the Weather Bureau by displaying the hurricane warning and disseminating any information regarding storms and hurricanes that may be furnished them by the Bureau. The flags for this purpose will be furnished by the Weather Bureau.

371. Officials in charge of storm-warning sections will communicate with such of these officers as may be stationed in their vicinity and arrange for their cooperation.

372. When the emergency warning is received it will be distributed as widely as possible by every means at the disposal of the official. At the specially designated distributing centers the message will be transmitted without delay, at the expense of the United States, to postmasters, in accordance with the prearranged plan. Postmasters receiving the emergency warning have been instructed to give it the widest possible circulation. (Supplement to Official Postal Guide, August, 1894.)

373. In addition to sending the emergency warning to postmasters, vessels in the harbor and persons on outlying points that can not be reached by telephone or telegraph should be notified, if possible. (See Appendix, pars. 2, 3, 4, and 5.)

374. For places where the storm is expected to be of marked violence the message will contain instructions to incur reasonable

expense in the distribution of the warning. When this instruction is received the official in charge may employ tugs, special messengers, and other means to notify persons occupying isolated or dangerous points.

375. Officials in charge of distributing centers for emergency warnings are authorized to suspend the distribution of such warnings whenever, at the time of their receipt, the conditions forecast have already occurred, or whenever the warning can not be distributed to the regions indicated in advance of the predicted condition. Action under this authorization will be at once reported by telegraph to the central office.

RIVER AND FLOOD SERVICE

376. The river and flood service is maintained for the purpose of collecting data for the forecasting of daily stages and flood movements in the rivers of the country.

377. The various watersheds have been divided into districts, each in charge of an official at a central station known as a river district center.

378. The officials in charge of river district centers will have supervision over all special river and rainfall stations in their districts in so far as relates to the employment and instruction of observers, preparation of accounts, furnishing supplies, installation of gages, and examination and correction of reports.

379. A description of the duties of river and rainfall observers, specifications of gages, and directions for their erection, and instructions for taking and reporting observations will be found in Instructions to Special River and Rainfall Observers of the Weather Bureau.

380. The monthly report of river and rainfall station (Form 1006-Met'l) will be computed and mailed from regular Weather Bureau stations where such observations are made not later than the second day of the month following that for which it is the record. River observers will mail the record of river stages (Form 049-Met'l) to the central office on the last day of the month for which it is the record. River and rainfall observers will mail the monthly report (Form 1006-Met'l) to the river district center on the first day of the month following that for which it is the record. After examination and computation at the river district centers, Forms 1006 from special river and rainfall stations will be forwarded as soon as practicable to the Climate and Crop center of the State in which the observations are made. Such data as are needed for Climate and Crop publications will be extracted at the section center and the forms will be forwarded to the central office not more than two days after their receipt.

OCEAN METEOROLOGY.

381. The following-named stations will cooperate in the conduct of this work:

Portland, Me.
Boston, Mass.
New York, N. Y.
Philadelphia, Pa.
Baltimore, Md.
Norfolk, Va.
Wilmington, N. C.

Charleston, S. C.
Savannah, Ga.
Jacksonville, Fla.
Key West, Fla.
Tampa, Fla.
Pensacola, Fla.
Mobile, Ala.

New Orleans, La.
Galveston, Tex.
Tacoma, Wash.
Seattle, Wash.
Portland, Oreg.
San Francisco, Cal.

382. The reports collected from marine observers will be used at the central office in the preparation of daily synoptic weather charts, and will also be tabulated with a view to obtaining the mean values of the principal meteorological elements for the various regions of the ocean.

383. The work of stations will include the acknowledgment of weather reports and the comparison of barometers in accordance with the following regulations:

384. All weather reports received at stations will be acknowledged promptly on the form of letter provided for this purpose. In addition to the matter printed thereon it will generally be well to add a few lines extending to the observer (by name, if practicable) the thanks of the Bureau for his cooperation, and remarking on any requests or inquiries which may have been made in his report. Action on these requests and inquiries will, if practicable, be completed at the stations; otherwise the attention of the central office will be called to the fact that final action has not been taken; this may be done by a brief marginal note on the weather report. The fact that the report has been acknowledged will be indicated by writing or stamping thereon the word "Acknowledged," with the date of action and the name of the station. No written acknowledgment is necessary in the case of reports handed in by the observer in person.

385. All barometer comparison cards (Form 2 O. M.) received at stations will be completed and computed, if practicable, before forwarding to the central office, and a barometer tag (Form 3 O. M.) furnished to the observer directly or through his local agent. If the observer's address can not readily be ascertained, the tag will be forwarded to the central office.

386. The following instructions will be observed in connection with barometer comparisons: No attempt will be made to reduce the readings of the ship's barometer to sea level. The error furnished on the tag will, therefore, be understood to include the departure from the standard due to the elevation of the instrument above sea level. In the case of mercurial barometers all readings will be reduced to standard gravity in order that they may be comparable with the readings of the Weather Bureau instruments. All entries made at stations on the barometer comparison card will be in red ink. The mean of the three (or more) entries in column 4 is equivalent to the instrumental error with sign reversed. After obtaining this mean, if it is found to differ from any one of the entries in the column by more than 0.06 inch (1.5 mm.) the comparison will be considered unsatisfactory and a new series of readings will be requested. Printed letters suitable for use in such cases will be furnished to stations by the central office. In case the readings entered by the observer are in metric measures the card will be completed in the same scale. A temperature correction table for mercurial barometers graduated according to the metric scale will be found in Circular F, Instrument Division, second edition, pp. 80, 81.

387. In case the readings of the ship's barometer were made in any port for which standard barometric reports are not available at stations, the barometer comparison card will be forwarded to the central office for completion.

388. The use of "W. B. List Barometer No. —" is hereby suspended until further notice. The space for entering this number on the barometer tag will for the present be left blank.

389. A sample barometer comparison card for a mercurial barometer, together with the corresponding barometer tag, is published herewith (the gravity correction applied in this case was -0.01 inch). In the case of an aneroid barometer no entry should be made in column 2.

FORM 2 O. M.

U. S. WEATHER BUREAU BAROMETER COMPARISON CARD

Nationality. Rig. Name.
Br. *s. s.* *Armenian*
Vessel Captain *Howarth*
In port of *New York* Observer *Staley*
W. B. List Barometer No. Mercurial or Aneroid? *Mercurial*
Address tag to *Pier 49, North River.*

INSTRUCTIONS.—*In U. S. and Canadian ports*, read the barometer regularly employed in taking the daily Greenwich mean noon meteorological observations for the U. S. Weather Bureau at 8 a. m., 75th meridian time on three successive days and enter the readings, with the temperature of the attached thermometer, in column 1. *In foreign ports*, read at 8 a. m., local time.

In U. S. ports mail this card before you sail; no postage is required; in foreign ports hand to the U. S. consul.

Date. 1905.	Time (local).	1 Ship's barometer (as read off).	Attached thermometer.	2 (Observers will leave these columns blank.) Reduced.	3 Standard.	4 Correction.
Feb. 11	8 a. m.	30.34	42	<i>30.29</i>	<i>30.42</i>	<i>+ .13</i>
" 12	"	30.31	43	<i>30.26</i>	<i>30.42</i>	<i>+ .16</i>
" 13	"	29.36	51	<i>29.29</i>	<i>29.44</i>	<i>+ .15</i>
						<i>+ .15</i>

NOTE.—Figures in table in italics are in red ink in original.

FORM 3 O. M.

U. S. WEATHER BUREAU BAROMETER TAG

Nationality. Rig. Name.
Br. *s. s.* *Armenian*
Vessel
Capt. *Howarth* Observer, *Staley*
W. B. List Barometer No. Merc. or Aneroid, *Mercurial*
Place and date of comparison, *New York, Feb. 11-13* 1905

THE ABOVE BAROMETER READS *.15* INCH HIGH.
..... MM. LOW.

390. Marine observers will be furnished the forms and other supplies needed in connection with their work in ocean meteorology on request. A supply sufficient to last six months will, in general, be

furnished at one time. The following will be the usual equipment of an observer for this period:

391. Six Form 1 O. M. (31 days), or twelve Form No. 1 O. M. (15 days) (according to the probable length of his voyages); one barometer comparison card and one franked envelope for each weather report. A larger number of these forms will be furnished to observers likely to require them before again visiting a United States port.

392. In addition to the forms above-named, stations will be supplied by the central office with skeleton letters for acknowledging the receipt of weather reports, letters for requesting new comparative barometer readings, barometer tags (Form 3 O. M.), and franked labels for use in forwarding supplies. The central office will be promptly notified when the supply of any O. M. form is becoming exhausted.

393. In addition to the routine work above outlined, it is expected that station officials will establish friendly personal relations with the marine observers, so far as practicable; encourage them to visit the offices of the Weather Bureau; and exercise a measure of personal supervision over their work. They are also expected to be on the alert to obtain the services of observers, who visit unfrequented regions of the ocean. Reports from sailing vessels are particularly desired.

METEOROLOGICAL OBSERVATIONS AND RECORDS

ACCURACY IN METEOROLOGICAL WORK.

394. Each observation should be verified when recorded, and all entries, compilations, and computations of data must be checked each day by the employee responsible for their accuracy. Before filing the telegraphic report of an observation it will be checked to verify the accuracy of the code word used.

395. A strict record of the accuracy of each employee in the preparation of meteorological forms and the taking of observations is maintained at the central office. The relative standing of employees who prepare forms is carefully determined on a basis of accuracy and amount of work for the semiannual periods ending in June and December of each year.

396. Employees who prepare the original monthly record of observations (Form 1001-Met'l), except pages 4, 5, 6, and 7, or who take 24 or more observations per month and prepare any of the following pages of Form 1001-Met'l, viz, monthly sunshine record (p. 4), hourly thermograph readings (p. 5), hourly wind direction and wind movement (pp. 6 and 7), and do not make more than nine errors in six months or do not exceed the rate of nine errors in six months for any period not less than three months will have the fact noted on their efficiency records.

397. At a station where two observations a day are taken and where there is no assistant or messenger a deduction of 25 per cent of all errors detected in the work of the official in charge will be made if he renders pages 4, 5, 6, and 7 of Form 1001-Met'l in addition to the other pages. A deduction of 20 per cent will be made if two of the additional pages are prepared, 15 per cent if one additional page is prepared, and 10 per cent if only the regular pages are prepared. At a

station where there is no assistant or messenger and only one observation per day is taken the deduction will be 10 per cent less than at stations where two observations are taken.

398. When an employee makes 70 or more errors in six consecutive months an investigation into his fitness for continuance in the Bureau will be made.

399. (See Appendix, par. 75.)

400. Employees are enjoined to exercise especial care and diligence to avoid failure to take observations at the prescribed time, omission of observations, errors in computing and enciphering, and failures to telegraph weekly and monthly means. An employee who makes two such errors or failures within a period of six months without satisfactory explanation will be admonished. For three such errors within a period of six months he will be cautioned and the fact noted on his efficiency record.

401. Employees are required to use the utmost care to avoid errors in reading, reducing, and enciphering the barometer. An employee who makes two such errors within a period of six months will be admonished, and an employee who is responsible for three such errors within a like period will be subject to disciplinary action.

TIME.

402. Seventy-fifth meridian, or Eastern time, will be used at all stations of the Weather Bureau in taking and recording observations and in preparing official papers and publications except when otherwise specifically directed.

403. All weather maps, bulletins, and reports issued to the public will contain a statement of the time of taking the observations upon which the map or report is based, in local standard time.

404. The office clock will be kept adjusted to the standard of time in local use. The error of the clock will be ascertained and corrected at least twice a week by comparison with the time signals received at telegraph and railroad offices.

405. Local mean time may be reduced to seventy-fifth meridian time by applying a correction of four minutes of time for each degree of longitude between the station and the seventy-fifth meridian, adding the correction to the local time when the place is west of the meridian of 75° , subtracting when east.

406. At stations where standard time other than Eastern time is in use seventy-fifth meridian time may be obtained from the standard time in local use by adding a correction—one hour in the case of Central time, two hours for Mountain time, and three hours for Pacific time.

COMPILATION OF DATA FOR THE PUBLIC.

407. Upon application, compilation of a reasonable amount of data may be made when the station duties will allow; but when the data requested by an applicant can not be furnished without interfering with the duties of the office the request will be referred to the central office and the applicant so informed.

408. Great care will be exercised to secure accuracy in data furnished; and press copies will in all cases be retained, with annota-

tions of the date and the names and addresses of the persons to whom the data are furnished.

409. Officials in charge of stations will in all cases refuse access to the records and decline to furnish copies of them when it is known that the data desired are intended for the use of so-called long-range forecasters or for the purpose of deceiving the public in other ways.

410. The fullest consideration compatible with successful station administration will be given applications for information concerning current weather conditions, especially during critical periods; but meteorological observations will not be taken regularly for the benefit of private persons, corporations, newspapers, etc., without specific authority from the central office, nor will data be furnished to any person not connected with the Bureau for the purpose of being telegraphed to other places for use in making forecasts.

RECORDS IN COURT.

411. The official in charge of an office of the Weather Bureau, assigned as such by the Chief of Bureau, under the authority of the Secretary of Agriculture, or an assistant temporarily in charge of station, is the custodian of all the records in his office.

412. The custody of the records may be temporarily delegated to an assistant for the purpose of answering a subpoena duces tecum, but unless such authority is delegated, an assistant, served with a summons to produce the records in court, must explain to the court that he is not the custodian of the records and can not therefore produce that which is not in his possession.

413. An official when subpoenaed to appear in court with the records (subpoena duces tecum) will, if necessary, explain that the work of meteorological observation must be done at fixed hours, and that the reports to be of value must make up a continuous series, and will request that the time of his attendance at court be so arranged that none of the duties provided for by act of Congress may be interfered with.

414. It is provided by section 882, Revised Statutes of the United States, 1878, that "copies of any books, records, papers, or documents in any of the Executive Departments, authenticated under the seals of such Departments, respectively, shall be admitted in evidence equally with the originals thereof."

415. Officials in charge of stations will inform applicants that duly certified copies for legal purposes may be obtained on application to the central office when the data can not be supplied at the local office.

416. It has been decided by the Supreme Court of the United States (*Evanston v. Gunn*, October, 1878) that the record kept by a person employed in the United States Weather Bureau (then the Signal Service) whose public duty it is to record truly the facts stated therein is competent evidence of such facts.

417. In the case of *Zapp v. The Chicago and Eastern Illinois Railroad* (1904) the supreme court of the State of Illinois affirmed the decision of the appellate court of that State, and the lower court in which the case was tried, to the effect that retained letter-press copies of Weather Bureau records are competent evidence.

PREPARATION AND CARE OF RECORDS.

(See also Appendix, par. 21.)

418. Instructions for taking, recording, and reporting observations and for the compilation of meteorological data are contained in Instructions for Preparing Meteorological Forms, and in the Weather Code.

419. Each record book will be marked with its serial number and the name of the station.

420. All station record books will be carefully protected against injury or defacement.

CLIMATE AND CROP SERVICE

ORGANIZATION.

421-443. (See Appendix, pars. 40-61.)

TELEGRAPH SERVICE

USE OF TELEGRAPH.

444. (See Appendix, par. 37.)

445. Telegrams to the central office on official business will be checked "Collect Government rate," except when paid for by the sender. Telegrams to other points will be checked "Paid Government rate." (See Appendix, par. 5.)

446. Messages on the personal business of the sender must be prepaid, the same as private messages, at commercial rates. Telegraphic requests for leave of absence and replies thereto will be transmitted at the expense of the applicant.

447. Telephones supplied stations for the transaction of Government business will not be used by employees of the Bureau for private purposes, except in case of sickness or on business of importance, and then only by permission of the official in charge.

TELEGRAMS.

(See also Appendix, par. 83.)

448. Copies of all telegrams sent, except those containing forecasts and warnings, and the originals of all telegrams received will be forwarded to the central office, accompanied by the monthly abstract of messages (Form 3057-Tel.). Care must be taken that all telegrams, especially those of which no copies are forwarded, are fully and correctly accounted for on the form.

449. The time of receipt at the station will be plainly marked on the face of each telegram received. Officials in charge of storm-warning display sections will see that this regulation is obeyed by the displaymen under their supervision.

450. At stations where a thoroughly efficient messenger service is maintained by the telegraph company such service may be utilized in sending observation messages to the telegraph office. The messages will be intrusted only to a messenger specially detailed for this

purpose, who goes direct from the station to the telegraph office, and will be delivered to him by the observer in person in time to be filed at the telegraph office according to schedule.

451. At all other stations, except where otherwise specially authorized by the central office, such messages will be filed or telegraphed by an employee of the Weather Bureau in person. In every case the observer will be held strictly responsible for the occurrence of delay in the filing of these messages.

452. (See Appendix, pars. 30, 32.)

SEACOAST TELEGRAPH LINES.

453. Employees assigned to duty on the United States seacoast telegraph lines will be governed in the execution of their duties as operators by the Instructions to Operators on the Seacoast Telegraph Lines.

454. Each chief operator on the telegraph lines of the Weather Bureau will have supervision of all employees stationed in his section, and all correspondence, except on merely routine matters, such as the transmission of regular forms and reports, will be conducted through the chief operator.

VESSEL REPORTING.

455. At stations on the seacoast telegraph lines where the location and the equipment will permit, and at other specially designated stations, the officials in charge will note and exchange signals with passing vessels, and report, without additional expense to the United States and free of all cost to the applicant for information; except for tolls on commercial telegraph lines, all passing vessels, and will give other maritime information to corporations or individuals that may make requests for such reports or information.

456. Officials at vessel-reporting stations will keep an accurate record of vessels reported or communicated with during each month, and at the end of each month will forward to the central office a vessel report (Form 3018-Tel.) in an envelope marked "Vessel report." The report will state the number of vessels reported or communicated with during the daytime, 7 a. m. to 7 p. m., local time, and the number at night, 7 p. m. to 7 a. m.

457. Under no circumstances will any employee of the Weather Bureau at a vessel-reporting station be permitted to receive pay, except from the Government, for performing any of the above-mentioned duties, nor will he be allowed to act as correspondent for any press association or newspaper.

458. Vessel and wreck reports telegraphed to corporations or individuals should be checked "Collect for other lines only," with the understanding that the Government can not guarantee the tolls over commercial lines.

459. Officials at vessel-reporting stations will, in time of war, or preparation for war, cooperate with any other branch of the Government that may be organized for the purpose of observing and reporting the movements of suspicious vessels, vessels of the enemy, and of United States war vessels, and receiving and transmitting communications from United States war vessels. The place or places to

which such information or messages will be forwarded will be indicated at the beginning of hostilities or prior thereto.

460. In time of peace it may be desired to mobilize the Army and Navy for the purpose of drill, due notice of which will be given, and this order will be in effect for such periods as may be deemed necessary.

STUDY AND RESEARCH

ACCESS TO LIBRARY.

461. Access to the works on meteorology and allied subjects in the library of the central office and in the libraries of the Weather Bureau stations, will be granted to the employees of the Weather Bureau under such regulations as may be prescribed by the librarian. The same privilege will be accorded, under certain restrictions, to other persons interested, either as educators, scientists, or as prospective applicants for positions in the Weather Bureau.

462. A list of suggested books for those who wish to pursue a course of reading in meteorology will be furnished by the librarian upon application.

RESEARCH.

463. Employees are invited to furnish the results of investigations in meteorology and climatology, or related sciences, for publication. (See Appendix, par. 34.)

464. Reports and manuscripts intended for publication at the central office will be written on letter-size paper and on one side of the sheet only. It is preferred that such matter be typewritten. The sheets will be mailed flat, not rolled or folded. A margin of one and one-half inches should be given on the left-hand edge as an allowance for binding.

465. Great care should be exercised in preparing matter for publication to avoid errors and to obviate the necessity for editorial revision.

466. All writings by Weather Bureau officials embodying the results of their special investigations or exploiting new theories must be submitted to the Chief of Bureau for approval before publication.

ACCOUNTS

FISCAL REGULATIONS.

467. In making purchases incurring expenses, and in rendering accounts in connection therewith, employees of the Weather Bureau will be guided by the Fiscal Regulations of the Department of Agriculture (revised edition) approved by the Secretary of Agriculture, June 15, 1904.

BIDS.

(See also Appendix, par. 34.)

468. Bids must be invited when the cost of the supplies or services will exceed \$10. Bids will be obtained in duplicate and the duplicate copy retained at station for reference.

469. Forms A 3—Accounts or A 4—Accounts will be furnished to bidders for use in offering bids. Bids on business letter heads of firms or individuals will not be considered.

470. Form A 3—Accounts will be used for offering bids for supplies or services which have been authorized by the central office by requisition or by circular 1. Such bids will be considered and the award made by the official in charge.

471. Form A 4—Accounts will be used for bids for supplies or services for which authority has not been granted. In such cases the bids will be forwarded to the central office, accompanied by a letter of transmittal recommending acceptance of the bid that in the opinion of the official in charge best subserves the interests of the Bureau; not necessarily the lowest bid. Upon their receipt at the central office such bids will be considered and, if approved, a requisition will be drawn authorizing the expense. Full and definite reasons must be given when the award is recommended to be made to a bidder other than the lowest.

472. Bids for furnishing supplies or services need not be obtained when the cost does not exceed the sum of \$10, but bids may be invited in the case of staple supplies, even though the cost thereof is under \$10, since the advantages of honest competition are in such cases too great and too distinctly manifest to be neglected.

473. Bids need not be invited for the following expenses: Express, freight, drayage, hire of temporary assistance, cleaner's service, car fare, postage stamps, and money orders; nor for the following, except when there are several companies supplying the commodity and the best interests of the Bureau will be subserved by inviting competition, namely: Gas, electric light or power, telephone service, telegraph service, and hire of labor and team for repairing telegraph lines.

474. When inviting bids for coal ten days' notice will be given. The bidder will be instructed to specify the number of pounds to the ton; the kind of coal, by its trade name—i. e., the name of the mine, or locality, where mined, as "Lehigh," "Wilkes-Barre," etc.; whether anthracite or bituminous; the size, as stove, egg, or chestnut, and where and in what quantities it is to be delivered.

475. Similar specifications should be called for in inviting bids for wood, particularly the kind, and the length and size into which it is to be cut.

SPECIAL AND EMERGENCY EXPENSES.

476. Ordinarily, application for authority to make purchases, or to make expenditures for supplies or services not annually authorized nor furnished from the central office, must be made on Form 2010—Accounts, and the application must contain a list of the articles needed and their lowest price in the open market, together with bids on Form A 4—Accounts, if the amount is over \$10 and competition is practicable. If the request is approved, authority will be granted to purchase the supplies or to procure the services under the bids submitted or in the open market, as the case may be.

477. In special cases, such as the equipment of office quarters, establishment of a new station, etc., application may be made by letter, fully setting forth the necessity for the expenditures, and inclosing bids on Form A 4—Accounts, with the recommendation of the official in charge.

478. In cases of emergency, when the amount is over \$10, but the emergency of the case will not admit of the delay attending inviting bids, the official in charge, in requesting authority to incur the

expense, should inclose in his letter an Exigency Slip (Form A 1-Accounts), signing the certificate that "Immediate delivery of the supplies is desired." If approved, the expense will be authorized to be incurred immediately in the open market.

479. When supplies or services can be obtained from a single source only, as in the case of patented articles, or where there is but one dealer in the place, the purchase may be made in the open market, if authorized by the central office, and the account forwarded, accompanied by a Certificate of Exigency (Form A 1-Accounts), signing the certificate "that the articles, or service, can be obtained only from _____."

480. Requests to temporarily employ additional assistance will state the lowest rate per day at which such assistance can be secured. Telegraphic authorization for the employment of temporary assistance will be construed as authorizing not more than \$2 per day, Sundays and legal holidays excluded, unless otherwise indicated by the central office.

481. When any specially authorized expense is not incurred within three months after the requisition is issued, the fact must be promptly reported, and the requisition, or letter of authority, returned in order that it may be canceled and the amount credited to the appropriation.

TRAVELING EXPENSES.

482. Before incurring any expense for traveling, officials and employees of the Weather Bureau must receive specific authority from the Chief of Bureau to perform the particular journey to which such expense relates. In the absence of such authority no claim for reimbursement of traveling expenses will be allowed.

483. Employees incurring expenses while traveling under instructions will be guided by the Fiscal Regulations in procuring receipts, etc., in connection therewith, and in rendering accounts for reimbursement of expenses.

484. When employees of the Weather Bureau are ordered from one station to another for temporary service, their expenses for subsistence while so temporarily serving will be paid by the Government for a period not exceeding sixty days, and at a rate not exceeding \$1.50 per day. Such additional allowance is entirely distinct from and independent of the usual allowance for traveling expenses; and will not be treated as extra compensation, as it is intended to cover only the actual board and lodging at the station where such temporary service is rendered.

485. The existing regulations of the Department of Agriculture permit the payment of an employee's actual and legitimate hotel expenses for one day after arrival at the station to which assigned, to enable him to obtain a suitable lodging place. If not practicable for an employee to properly locate himself on the first day after arrival, that day need not be counted as one of the sixty referred to in the preceding paragraph, but may be charged separately in his account, at actual cost for board and lodging.

486. It is desired that an employee pay for his subsistence while assigned to temporary duty, taking proper receipts therefor, and including the items in his account for reimbursement of traveling expenses. Receipts for hotel expenses must be signed by the pro-

prietor, cashier, manager, or clerk, with his full name, followed by his proper designation, as "proprietor," "cashier," "manager," or "clerk." If at a place other than a hotel, receipts must be signed by the person to whom the money is due.

487. The exact time covered by receipts for board and lodging must be distinctly stated in such receipts, with the rate per day charged. Fractional days, if included, must be stated in the items, as "From breakfast, October 19, to dinner, October 22, three and one-half days, at \$1.50 per day, \$5.25."

488. Transportation requests will be issued by the central office for all journeys of 100 miles or more and for all journeys over bond-aided railroads.

489. Transportation requests remaining unused upon the completion of a journey or by reason of the revocation or modification of the order on which they were issued will be returned to the central office with a letter of explanation. This action will be taken in all cases where the transportation was not required and when journeys are performed without expense to the United States.

490. When the distance to be traveled is less than 100 miles employees will pay for their transportation, provided the journey is not over a bond-aided railroad, and will include the expense as an item in their travel accounts.

491. Private funds may be expended for traveling expenses as provided by the Fiscal Regulations, and for the payment of the station expenses authorized by the central office, including drayage and express charges. Such personal payments are not compulsory, but are permitted with a view to facilitating the transaction of business. Receipts, except for traveling expenses, should be taken in each instance, in the name of the disbursing officer of the Department and should be included in a reimbursement account rendered at the end of the quarter.

PREPARING, RECORDING, AND RENDERING ACCOUNTS.

492. In preparing accounts all employees will be governed by the sample vouchers inclosed in accounts division circular letter, dated March 1, 1905. Each account should be compared with the sample vouchers before transmittal to the central office to obviate the necessity of being returned for correction.

493. It is not necessary for bills to accompany accounts forwarded to the central office, except in the case of gas, electric light (when reading is by meter), and freight and express charges. All other bills may be filed at the station for reference, if desired, since vouchers, when receipted, take the place of bills.

494. All purchases and expenditures must be noted in the station expense book in detail, with the authority upon which contracted, etc., in accordance with the printed instructions pasted on the first page of the book.

495. On May 1 of each year, each section director will forward to the central office, in an envelope marked "Accounts division," a statement of the unexpended balance, if any, of the allotment set aside for the inspection of cooperative observation stations in his section.

PROPERTY

RESPONSIBILITY FOR PROPERTY.

496. An official or other employee of the Weather Bureau intrusted with public property or supplies is directly responsible to the Chief of Bureau therefor, and will be held strictly accountable for all property and supplies for which he has given his receipt. (See act of Congress, approved October 12, 1888.)

497. An exact account of all property issued is kept in the office of the Chief of Bureau, and until a final report has been duly rendered, examined and closed, an official accountable for property will not be relieved of responsibility therefor; and until the disposition of the property has been satisfactorily accounted for, such official will be held responsible for the full money value of such property.

498. When an official or employee responsible for property leaves the service of the Weather Bureau final payment will not be made to such official or employee, nor release of any bond given until full and satisfactory evidence has been furnished that the property with which he was intrusted has been duly accounted for.

499. If any article of public property is embezzled, or by neglect lost or damaged, by any paid employee of the Weather Bureau, the value of the damage will be charged to and collected from him.

500. Public property must not be perverted to private use.

501. The use of official stationery for private correspondence is prohibited. Penalty envelopes, cards, and wrappers, or other stationery bearing the official mark or heading will not be issued to persons other than commissioned employees of the Bureau, except by authority from the central office, and at no time will envelopes, cards, or wrappers be issued without proper address to prevent their use for unofficial purposes.

502. The instruments and supplies furnished to stations, or there acquired, are the property of the Government for the official use of the station, and under no circumstances will these be loaned to persons not in the employ of the Bureau, or removed from the station, except for the equipment of substations, without specific authority from the central office.

503. The equipments constituting the "station" and "extra" sets of instruments must be kept intact for station work, and will not be used for other purposes except by specific authority from the central office.

CLASSIFICATION OF PROPERTY.

504. Weather Bureau property is classified according to the manner of its final disposition into three general classes or groups, viz:

505. Group X, includes supplies that are destroyed or consumed by use, such as stationery and fuel.

506. Group Y, includes supplies which become worn out and unserviceable by use, such as flags, tinware, type, and wire.

507. Group Z, includes supplies and property of a permanent character, such as instruments and furniture.

508. A circular giving the detailed lists of property belonging to these separate groups is issued by the Division of Supplies.

REPORTS OF PROPERTY.

(See also Appendix, par. 80.)

509. Each official or employee responsible for property will render within twenty days after the 31st day of December an annual report of all property of Groups Y and Z for which he is responsible, on the Annual Report of Property (Form 2034-Supplies).

510. A similar report will be rendered when it becomes necessary to close an employee's accountability for property by reason of his transfer, change of station, or leaving the service of the Bureau.

511. Upon the death or disappearance of an official responsible for property, the first assistant or other person designated by the Chief of Bureau to take charge will prepare in duplicate an inventory of all property and supplies of Groups X, Y, and Z, and a Report of Property, in duplicate, in which the inventory will be used as a voucher for taking up the Y and Z property. One copy of the inventory and one copy of the report of property will be forwarded to the central office for examination, and the duplicate copies will be retained as a basis for future reports.

512. The official in charge of a station is responsible for all Y and Z property at substations under his supervision. He will obtain and keep on file at his office memorandum receipts for property issued to substations, and, if necessary, will obtain an annual report of property held and received at each substation. Failure of an employee in charge of a substation to furnish such report when requested will be reported to the central office.

513. The report of property will show: (1) Property on hand from last report; (2) property received during the year, together with that invoiced during the year and received within the twenty-day limit; (3) property expended and returned to the central office during the year; (4) property on hand at the end of the year, and (5) property at substations.

514. An actual count of property on hand will be made at the time of rendering a report of property, and any excess will be taken up, and a footnote stating the circumstance entered on the form. Any deficiency will be reported to the central office.

515. All Y and Z property received will be taken up on the report, whether invoices have been received or not. In the latter case the fact of the nonreceipt of the invoice will be reported to the central office by letter, and a footnote that the property was taken up without invoice will be entered on the report.

516. If any property is not received within a reasonable time after shipment the fact will be reported to the central office, but the report of property will not be held awaiting the receipt of such property beyond the twenty-day limit.

517. Property received from the central office, or purchased at station on proper authorization, must be taken up on the annual report as received during the year in which the invoices were forwarded from the central office.

518. The authorizations for all property taken up, except that invoiced from the central office, and for all property dropped or otherwise disposed of, except that receipted for by the central office, during each year, must be forwarded with the report as vouchers for such

action. Each voucher will be numbered or lettered and proper reference to each voucher entered on the report. Copies of vouchers may be made and filed with the retained report.

519. In preparing the report of property the aggregate of the property on hand to be accounted for from last report, and that received during the year will be brought down in the line opposite the word "total" to form the debit side of the account.

520. Property disposed of by proper authorization or returned to the central office during the year will be noted in the proper column and the aggregate brought down and deducted from the total above mentioned. The remainder will be the total on hand to be accounted for, and will be carefully and exactly taken up on the report for the succeeding year in the column opposite the words "on hand from last report."

521. In making up reports of property, in no case will the headings be altered or changed, but when articles not enumerated in the printed headings are on hand their names will be entered in the blank spaces provided for that purpose.

522. The examination of the reports of property at the central office will be considered final and conclusive, and such reports, after adjustment of errors, will be filed at the central office.

523. Errors detected in the examination of reports of property will be charged against the official responsible for the property.

524. After instructions to dispose of property on the discontinuance of a station have been complied with, a final report will be made to the central office showing the disposition made of each article, with a certificate showing what articles have been destroyed or abandoned.

TRANSFER OF PROPERTY RESPONSIBILITY.

525. Upon being relieved from charge of station, the retiring official will transfer to his successor all property and stores and will take receipts therefor.

526. Three copies of the report of Y and Z property will be prepared on Form 2034-Supplies. One copy, designated the final report, will be forwarded to the central office, one copy will be filed at the station, and one copy will be held as a receipt by the retiring official.

527. An inventory of X property will be prepared in duplicate and receipted. One copy will be forwarded to the central office with the final report and the other held as a receipt by the retiring official.

528. The copies of the report of Y and Z property will be carefully verified by comparison with each other and by actual count of the property on hand or represented by memorandum receipts. Memorandum receipts for property at substations will be accepted in lieu of property; but, if desired, reports of property on hand at substations may be obtained at the time of transfer.

529. In no case will property not actually turned over or represented by memorandum receipts be receipted for. A report of any shortage will accompany the final return and, if practicable, evidence showing the responsibility for such shortage will be furnished.

530. The condition of property will be carefully examined at the time of transfer and the result entered on the report of property. If the circumstances warrant such action a written report of all damage not occasioned by ordinary wear and tear will be transmitted to the central office by the official assuming charge.

531. When an official in charge is to be absent for a period of from three to thirty days he will obtain from the employee who will be temporarily in charge a memorandum receipt of all Y and Z property for which he is responsible.

532. If the absence is to be for more than thirty days a formal transfer will be made in the same manner as on being relieved, except that no report of property or inventory will be forwarded to the central office. Upon resuming charge such receipts will be returned to the person signing them.

FINAL DISPOSITION OF PROPERTY.

533. Property classified in Group X will be considered as expended, and all responsibility in connection with it will cease when such property has been consumed or worn out in the Government service.

534. Property classified in Group Y when actually and necessarily used or rendered entirely unserviceable will be dropped from the report of property (Form 2034-Supplies) and a report of such action entered in the columns provided for that purpose.

535. Property classified in Group Z will not be dropped from the report of property, expended, destroyed, or otherwise disposed of except by the authority of the Chief of Bureau.

536. When Z property becomes unfit for service the fact will be reported to the central office by the official in charge, and unless otherwise directed, the property will be submitted to the inspector next visiting the station for action.

537. The inspectors of the Weather Bureau while on inspection duty are authorized to condemn and destroy unserviceable Weather Bureau property. Others, designated to act temporarily as inspectors, will not condemn or destroy property unless specifically authorized by the Chief of Bureau.

538. The Chief of Bureau may direct the selling at auction or dropping of unserviceable property at station upon the recommendation of an inspector, or without such recommendation when it is to the interest of the Bureau, when the value of such property does not exceed \$500. When the value of the property exceeds \$500 a board of survey will be appointed by the Chief of Bureau, subject to the approval of the Secretary of Agriculture, to inspect the property and recommend such action as may be necessary.

539. Upon receipt of notice of discontinuance of a station, the official in charge, or other person designated by the Chief of Bureau, will immediately prepare and transmit to the central office a list of all property on hand, indicating what property is worth the cost of transportation to the nearest station where it may be used; what property is not worth the cost of transportation but can probably be sold at auction, and what property is not worth the cost of transportation and can not be sold at auction. The Chief of Bureau will then issue instructions for the shipment, sale, destruction, or abandonment of the property.

540. The purchase by any employee of the Weather Bureau on duty outside of Washington, D. C., of any article of condemned Weather Bureau property is prohibited.

541. No employee will be allowed to have personal possession of any article of public property which has been ordered destroyed.

542. Whenever any property at station is lost, stolen, or burned a certificate will be forwarded to the central office by the official in charge, showing (1) a list of the articles lost, (2) the circumstances of the loss, (3) the action taken to recover the property, and (4) whether the loss occurred through any fault or neglect of an employee.

543. Whenever the value of property lost, stolen, or burned exceeds \$10 the certificate must be sworn to before an official competent to administer oaths. Upon receipt of the certificate it will be examined and, if found satisfactory, authority will be issued for the dropping of such property. If not found satisfactory, action will be taken by the central office to recover the value of the property.

544. A similar certificate, without the sworn affidavit, will be forwarded in the case of property at a substation which is lost, stolen, or burned; also in the case of property which has become totally unserviceable or worthless at a place where it would be impracticable for an inspector to pass upon it and where it is not considered worth the cost of transportation to the section center or to the central office.

545. Should any instrument become broken or defective, except in case of a broken thermometer, full details concerning the circumstances of the breakage or the nature of the defects will be reported at once to the central office.

546. When a thermometer is broken or otherwise becomes totally unserviceable it will be securely wrapped in strong paper and sent by ordinary mail to the central office, and a letter setting forth the circumstances under which the thermometer was broken, stating the kind of thermometer (whether exposed, maximum, or minimum), its serial number, and whether it is desired that it be replaced, will be separately transmitted to the central office. If the explanation is satisfactory, authority will be given to drop the thermometer from the report of property. If the explanation is not satisfactory, or if the number of thermometers broken by any one person becomes unreasonably great, or if the thermometer be returned without explanation, action will be taken to hold the employee responsible for the value thereof. (See paragraph 585.)

REQUISITIONS.

547. Requisitions for forms will be made on the estimate for forms (Form 4020-Mis.) annually, not later than the 15th day of June, and will be forwarded to the central office in an envelope marked "Forms for publications."

548. Special requests for forms will be made on the special request for forms (Form 4020B-Mis.) and will be forwarded to the central office in envelopes marked "Forms for publications."

549. Requisitions for supplies other than forms, such as stationery, battery material, etc., but not flags, will be made on Form 2046-Supplies semiannually, between the 1st and 15th days of June and December, and will be forwarded to the central office in envelopes marked "Forms for supplies."

550. Special requisitions for supplies other than forms will be made on the special request for stationery (Form 2044-Supplies), and will be forwarded to the central office in envelopes marked "Forms for supplies."

551. Flags will be applied for as needed, by special requisition.

552. Requisitions will be carefully prepared, special care being taken to show the amount on hand, the amount used monthly, the deficiency, if any, in the amount on hand for the ensuing six months, and the amount needed for a complete supply for another six months.

553. At stations where the climate is such that the shipment of fluids, such as ink, mucilage, etc., is impracticable during the winter and such articles are not authorized by Circular 1 to be purchased at the station, the requisition forwarded in June will include a supply sufficient for the entire year.

554. Special requisitions will not be made except in cases of absolute necessity, and such necessity will be fully explained on the form. In case a special requisition is made for an article which has previously been applied for on the semiannual requisition, the fact will be stated and the previous requisition referred to by date.

555. Requisitions for instruments and parts will be made by letter. In requests for parts of instruments the precise part required will be specified, also the nature of the defects in the instrument to which it is proposed to apply the part. In all requests for parts the official number of the instrument to be repaired should be given. Simple sketches or drawings may be resorted to in describing parts in regard to the identity of which doubt may arise at the central office.

556. Whenever it becomes necessary to repair any property, except thermometers and delicate instruments at station or substation, a report setting forth a full explanation of the circumstances will be forwarded to the central office with an estimate of the cost. Upon receipt of such report the necessary action will be taken and the official informed.

557. Officials having supervision of substations will include in their semiannual requisitions an estimate of the necessary forms and supplies for the substations under their direction.

558. When a substation is established the official in charge of the center will equip it as far as possible from the stores on hand and will make special requisition on the central office for any deficiency.

559. The semiannual requisitions will be forwarded without letter of transmittal. When explanation is necessary a footnote will be entered on the form.

PURCHASE AND INSPECTION OF PROPERTY.

560. Property purchased at station, or purchased and issued to station without passing through the central office, will be inspected by the official who becomes responsible for the property at station. The necessary inspection coupons will be forwarded from the central office for signature.

561. Under no circumstances will supplies or property be purchased for the use of the Weather Bureau from any employee of the Weather Bureau or other branch of the Government service.

INVOICES AND RECEIPTS.

562. All shipments of property will be invoiced not more than three days after shipment and will be receipted for as soon as received.

563. In making receipts and invoices the group to which each article belongs will be indicated.

564. Invoices will be filed by the consignee and receipts by the consignor, with their retained property reports as vouchers for taking up and dropping the property.

565. Property classified in Group X will be invoiced and receipted for, except when returned to the central office, but will not be taken up or accounted for on the annual report of property. Group X property returned to the central office will not be invoiced or receipted for.

566. Property classified in Groups Y and Z will be invoiced and receipted for and will be taken up and accounted for on all reports of property.

567. Property purchased by an official in charge of station outside of Washington, D. C., upon authorization from the central office, for official use at such station, will be regularly invoiced to him upon receipt at the central office of the account for settlement.

568. Broken thermometers will not be invoiced when returned to the central office.

569. Property will not be transferred from one station to another without specific authority from the central office.

570. When property is transferred from station to station invoices and receipts will be made in duplicate. The duplicate copy of the receipt will be forwarded to the central office with the annual property report from which the property is dropped, and the duplicate copy of the invoice will be forwarded to the central office with the annual property report on which the property is taken up.

571. Memorandum receipts will be obtained for all Y and Z property shipped to substations. When the property is shipped direct to substations from the central office, such receipts will be called for by the official having supervision over such substations as soon as the invoice is received.

572. Only property actually received will be receipted for. Property invoiced will not be receipted for until the full amount invoiced is actually received and the invoice verified. Each invoice will be carefully compared with the property received, and if found correct the receipt will be completed, compared with the invoice, and promptly forwarded to the consignor.

573. If the property received does not correspond to the invoice a report by letter will be made at once to the consignor that action may be taken to correct the error.

574. When property invoiced is not received within a reasonable time the fact will be reported to the consignor. It should be borne in mind that shipments by quartermaster are frequently delayed en route.

575. Credit for property condemned and destroyed by an inspector will be given as soon as his report has been received and examined. If such credit is not received within a reasonable time the fact will be promptly reported to the central office.

TRANSPORTATION OF PROPERTY.

576. Whenever property is ordered shipped the manner of shipment will be indicated in the order issued from the central office.

577. Shipments of written or printed matter and of other matter that can be made up in packages not exceeding 4 pounds in weight will be made by mail.

578. The ordinary mail will be used in shipping printed matter, parts of unserviceable instruments or apparatus, and supplies classified in Group X. Delicate instruments and supplies of classes in Groups Y and Z will be shipped by registered mail or by Railway Mail Service.

579. Shipments by registered mail will be made only under specific instructions from the central office.

580. A Railway Mail Service letter, with envelope, will be properly filled out and transmitted with each package shipped by Railway Mail Service. The printed headings of this form will not be changed.

581. Should post-office officials at any time refuse to receive any package or article properly prepared for shipment and accompanied by a Railway Mail Service letter and envelope properly filled out and addressed for transmission by Railway Mail Service, their attention will be politely invited to the instructions on the face of the form: That the shipment must not be treated as "ordinary" mail matter but that it must be handled in accordance with the instructions on the form, which it will be noticed is signed by the General Superintendent of the Railway Mail Service, and is at once the authority for the receipt of the package and instructions for its disposition.

582. Special care must be taken in preparing supplies, instruments, and apparatus for shipment by mail, both to avoid injury in transit and to make the packages convenient for handling. Rope or cord handles will be provided when necessary.

583. Packages containing instruments will be marked in addition to the address with the name of the station from which forwarded, the contents, and the serial numbers of the instruments.

584. When defective or broken instruments, except broken thermometers, are forwarded to the central office, a tag (Form 4060-Mis.) will be securely attached thereto, and on the tag will be stated (1) the kind of instrument and its number, (2) the name of the station, (3) the nature of its defects, and (4) the date of the letter in which the condition of the instrument was reported to the central office. See paragraph 545.

585. In forwarding a broken thermometer the back and other serviceable parts will be securely wrapped in strong paper, marked with the name of the station, the kind of thermometer (exposed, maximum, or minimum), its serial number, and the subaddress "Supply division."

586. When a shipment is ordered to be made through the quartermaster, the goods will be packed, without expense if practicable, and in addition to the address and such marks as are directed by the quartermaster will be marked with the name of the station from which shipped, weight, nature of contents, and the words "Property of the United States."

587. No shipment by freight will be made until after the official in charge has been communicated with by an officer or agent of the Quartermaster's Department. All information called for by such officer or agent will be promptly furnished.

588. The duplicate bill of lading will be completed and returned to the officer issuing it, the original completed and transmitted to the carrier or freight agent. A record of all bills of lading will be kept at the station, noting especially the number of each, its date, place issued, issuing officer, and the character of the property.

589. Except as provided by paragraphs 591 and 592, property will be shipped by express only upon specific instructions from the central office.

590. Full reports of shipments by express will be made to the central office on the day of shipment. Except when it is necessary to prepay express charges, the original receipt will be forwarded to the central office with the report. When the charges are prepaid the original receipt will be retained and forwarded as a voucher with the reimbursement account. The duplicate receipt will be retained by the official.

591. Should it be necessary to ship rain gages, marine lanterns, instrument shelters, etc., by express from a station to a substation or between substations, the official having supervision over such substations is authorized to make the shipment by express, prepay the charges, take receipt therefor, and include the expense in his next reimbursement account.

592. Should it be necessary to call in rain gages, marine lanterns, instrument shelters, etc., by express from substations the official having supervision over such substation is authorized to direct their return by express "Collect on delivery," pay the charges, take receipt therefor, and include the expense in his next reimbursement account.

593. When shipments by freight are delivered by carriers at their depots or wharves only, officials will hire the necessary drayage from such places to the Weather Bureau office or other destination, pay the charges, take receipts therefor, and include the expense in the next reimbursement account, indorsing upon each receipt the number and date of the bill of lading and the contents of the packages, and forwarding such receipts with the account as vouchers.

APPENDIX

1. In paragraph 292 the verifying velocity at Chicago, Ill., will be changed from 46 to 40 miles an hour. (Ins. 88, 1905.)

2. Storm-warning displaymen of the Weather Bureau are authorized to telegraph for information regarding expected weather conditions in their vicinity whenever such information is requested by masters or owners of vessels. From stations on Lakes Superior, Michigan, and Huron these requests will be addressed to "Observer, Chicago, Ill.;" from stations on Lakes Erie and Ontario, to "Observer, Buffalo, N. Y.;" from stations on the New England coast to "Observer, Boston, Mass.;" from stations on the Atlantic and Gulf coasts from New York to Key West, and thence westward to and including the Mississippi coast, to "Observer, Washington, D. C.;" from stations on the Texas and Louisiana coasts, to "Observer, New Orleans, La.;" from stations on the California coast, to "Observer, San Francisco, Cal.;" from stations on the Oregon and Washington coasts, to "Observer, Portland, Oreg." (Ins. 109, 1905.)

3. Masters or owners of vessels at ports where there is no Weather Bureau office or storm-warning display station may themselves telegraph for such information, observing the rules as to territory above prescribed. At ports where Weather Bureau stations are located the information should be obtained from the local offices. (Ins. 109, 1905.)

4. These messages and the answers thereto will be at Government

expense, but it is expected that the privilege thus granted will only be exercised when the information sought is regarded as necessary for the safety of the vessels concerned or of direct benefit to marine commerce. It is also expected that persons availing themselves of this privilege will make public the information obtained for the benefit of all vessels in their vicinity. (Ins. 109, 1905.)

5. Telegrams authorized by paragraphs 2 and 3 of these amendments should be marked "Collect Gov't rate." (Ins. 109, 1905.)

VERIFICATION OF FORECASTS.

6. Beginning October 1, 1905, the following rules will govern the verification of weather and temperature forecasts, and will be substituted for paragraphs 312 to 319, inclusive, of Station Regulations, 1905. Paragraphs 255, 280, 281, and 309, Station Regulations, 1905, are amended to conform to these rules. (See Appendix, par. 23.)

7. Precipitation forecasts and all modifications thereof containing the terms "possibly," "probably," etc., will be verified by the occurrence of a trace or more of precipitation.

8. Forecasts of fair weather will be verified when precipitation in excess of 0.01 of an inch does not occur.

9. When the word "or" is used to connect two periods in a forecast of precipitation, as, for instance, "rain to-night or Thursday," the forecast will be verified as follows: The verification will be 100 per cent if precipitation occurs in one of the periods; 50 per cent if precipitation occurs in both periods; and 50 per cent if precipitation does not occur in either period.

10. Forecasts of temperature, and all modifications thereof containing the terms "possibly," "probably," etc., will be verified by the occurrence of temperature changes of the kind forecast, irrespective of the amount of the changes.

11. When changes in temperature are not forecast, and when "Slight change in temperature," "No decided change in temperature," etc., are forecast, the forecast will be considered a forecast of stationary temperature and will be regarded as verified unless the temperature change exceeds the stationary limit.

12. Forecasts of precipitation and temperature changes will be verified by areas instead of by stations. When the precipitation area covers one-half of a State, a forecast of precipitation for that State will be considered as verified, and less areas in proportion. Temperature forecasts will be verified by the actual areas of temperature changes as shown by the maps of the Forecast Division.

13. Officials in charge of stations that are authorized to make local forecasts for publication will prepare local forecasts for publication on maps, bulletins, etc., but not for verifications.

14. Officials in charge of stations and assistants that make forecasts on Form 1069-Met'l for verification will render that form in the manner now provided for and enter thereon practice forecasts for the State in which their "home" station is located. In the preparation of this form the "State forecast," as received from the district forecast center, will be entered under the proper heading, and the "Practice forecast" for the State will be placed under the heading "Local forecast." Practice forecasts for "Outer" forecast stations will be discontinued September 30, 1905.

15. In determining the percentage of verification, the percentage of verification of weather forecasts will be multiplied by six, and the percentage of verification of temperature forecasts by four, and the sum divided by ten. (L. R. 10361, 1905.)

PREPARATION OF LOCAL FORECASTS.

16. Hereafter local forecasts, in addition to being stated in brief terms, will be combined with the statement of weather conditions and the whole written in popular style and connected form, linking together cause and effect. Especial pains will be taken in the preparation of this matter, and at stations where evening papers are published it will be completed in time to furnish a copy to the earliest edition. The following is an example of the form in which it should be prepared:

A slight barometric depression has moved slowly eastward over the northern Rocky Mountain districts, and an area of local rains extends from the Missouri Valley to the north Pacific coast. In the Atlantic States heavy showers have attended the passage of an area of low barometer from the Lake region to the New England coast. An area of high barometer, with a cool wave, has advanced from Manitoba over the Lake region, causing light frost in Minnesota, upper Michigan, and interior and western portions of Wisconsin, and fair and cooler weather may be expected in this vicinity to-night and Thursday attending the eastward movement of these conditions.

17. The official in charge of the Forecast Division of the central office will carefully scan these publications and bring to the attention of the Chief of Bureau such as are especially creditable or inferior, and will endeavor, by criticism and suggestion, to raise all of them to a high standard of excellence.

18. Officials charged with the preparation of this matter are notified that their proficiency in its preparation, as provided for herein, will have great weight in their efficiency rating. (L. R. 131-100, 1905.)

DISPLAY OF WEATHER AND TEMPERATURE FLAGS.

19. Paragraph 352, Station Regulations, 1905, is hereby amended to read as follows:

Except as hereinafter provided, weather and temperature flags will be displayed at all stations in cities of less than 50,000 inhabitants (latest United States census), and in all cities of greater population where the Bureau occupies its own building or wholly occupies a rented building. With the exception of the cold-wave flag, weather and temperature flags will not be displayed from Weather Bureau offices at stations on the Atlantic, Pacific, and Gulf coasts where storm warnings are displayed, nor at stations on the Great Lakes during the period of navigation. The cold-wave flag will not be displayed from the same staff at the same time with storm warnings, and where the equipment is insufficient for the display to be made from separate staffs, the cold-wave flag will be discontinued during such periods as warnings are displayed. Where there is a desire for the display of weather and temperature flags at stations where storm warnings are displayed, and it is practicable to arrange for their display at points sufficiently distant to eliminate the danger of their being mistaken for warnings, action to provide for the same may be taken. (L. R. 9966, 1905.)

RESIGNATIONS.

20. Employees that resign from the service will not be allowed to absent themselves from duty under the assumption that their resignation will be accepted on the date specified, but will await the official notification of the acceptance. (L. R. 137-100, 1905.)

PRESS COPYING OF FORMS.

21. In accordance with the recommendation of the board on the revision of meteorological forms no separate book containing copies of forms will be kept on stations, but all forms, copies of which are permitted by existing instructions to be retained, will be copied in the letters-sent book.

CLASSIFICATION OF FORMS.

22. Paragraph 232, Station Regulations, 1905, is amended to read: The several blank forms employed by the Bureau in the transaction of its business are classified and numbered as follows: Meteorological, numbered between 1001 and 1099; Ocean meteorological, between 1201 and 1299; Accounts, or Supplies, between 2001 and 2099; Telegraphic, between 3001 and 3099; Miscellaneous, between 4001 and 4099. (Ins. 149, 1905.)

AMENDMENT.

23. The first paragraph of Instructions 131, 1905, and paragraph 6, Appendix to Station Regulations, 1905, are hereby amended by inserting the number 283 in line four, after the number 281. (Ins. 163, 1905.)

24. Paragraph 1, Station Regulations, is amended to read:

Amendments to Station Regulations will be promulgated in printed instructions. Such instructions, or the essential portions thereof, will be reprinted by numbered paragraphs and will be pasted in sequence on the blank pages following the index, forming an "Appendix to Station Regulations." When a paragraph is reprinted or revoked it will be canceled with neatly drawn red ink lines. The following note will be stamped in the margin opposite subject-matter affected by the Appendix: "See Appendix, par. ..." Instructions that are reprinted for the Appendix and which do not affect existing regulations will be fully indexed on page 95 and subsequent pages of the Appendix. A footnote to call attention to this supplementary index will be made on page 119 of the Regulations. (Ins. 168, 1905.)

OFFICIAL CORRESPONDENCE.

25. Paragraph 208, Station Regulations, is amended to read:

Letters emanating from the central office promulgating instructions of a permanent character affecting all stations, or all of a class of stations, will not be addressed and will be designated "Circulars." They will be signed by the Chief or Assistant Chief of Bureau and will be given a general distribution. Letters from stations or from the central

office affecting all stations, or all of a class of stations, but containing instructions of a temporary character will be designated "Circular letters." Circular letters will not be addressed. They will be signed by division chiefs and officials in charge of stations, and may be given a limited distribution. Beginning with 1906, circulars will be numbered consecutively by calendar years. Circular letters will not be numbered. Letters not circular, whether typewritten, milliographed, or printed, will be addressed. (See Appendix, par. 33.)

26. (See Appendix, par. 66.)

27. Letters received containing instructions of a permanent character, after being numbered, will be filed with circulars received. Such letters will be initialed by all members of the station force and will be indexed by subjects. The usual reference will be entered in the files to show the disposition of the papers.

28. Paragraph 15, Station Regulations, is amended to read:

Drafts of proposed circular letters will be submitted to the Chief of Bureau for approval when such action will not result in harmful delay, except in the case of circular letters relating to ordinary routine business, or disseminating information contained in instructions from the central office, or containing ordinary requests on cooperative observers, crop correspondents, etc. Copies of all station circular letters will be forwarded to the central office. (Ins. 187, 1905.)

DISTRIBUTION OF WEATHER INFORMATION.

29. Paragraph 343, Station Regulations, providing for reports in connection with special warnings, is hereby revoked. (Ins. 212, 1905.)

TELEGRAMS.

Paragraph 452, Station Regulations, is amended to read:

30. Officials in charge of stations will insist upon prompt service by the telegraph companies in the transmission and delivery of all messages and reports pertaining to the Weather Bureau, and especially upon the fulfillment of that clause in the Weather Bureau contract with the telegraph companies which provides that the sheets of weather reports designated as "signal sheets" shall be delivered as fast as received, not more than two at a time, and by messengers that do not stop en route.

31. At stations where regular a. m. or p. m. reports are transferred to or from circuits, the officials in charge will be held responsible for the prompt transfer of such reports.

32. In all cases of unnecessary delays in the transmission, receipt, or delivery of telegrams and circuit reports officials in charge will at once bring the matter to the attention of the local telegraph managers, and if no improvement results from such action, will report the facts in the case to the central office. (Ins. 11, 1906.)

CORRESPONDENCE.

33. That provision of paragraph 208, Station Regulations, requiring that circulars be numbered, is revoked. (Ins. 14, 1906.)

OUTSIDE INTERESTS AND WORK.

34. The following regulations, promulgated by the honorable Secretary of Agriculture, are published for the information and guidance of all concerned:

REGULATION I. No officer or employee of the Department who is in a position, either to influence the award of a contract with the Department, or to cause purchases of supplies to be made for the Department, shall be interested in any firm, company, or corporation doing business with the Department.

REGULATION II. Officers or employees who are engaged upon investigations of special industries for the Department shall not be connected with, or interested in, any firm, company, or corporation whose scope of business includes the industry which the officer or employee is investigating for the Department; and an officer or employee engaged upon the above-described work shall in no case allow his name, his work, or his connection with the Department to be used in promoting or exploiting, or selling stock in any firm, company, or corporation, the scope of whose business includes the special industry which such officer or employee is investigating for the Department.

REGULATION III. No officer or employee shall perform or be engaged upon work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves.

The purpose of this regulation is not to prevent officers and employees of the Department from performing proper work, outside of office hours, which does not interfere with or hamper work for the Department, but is designed to afford the Secretary an opportunity to pass upon the kind and quantity of outside work which may be permitted in order that such work shall not impair the usefulness of such officers or employees to the Government.

It is hereby ordered that before transmitting to the Secretary for his consideration the written application of an employee or officer for permission to engage in or continue any nonofficial occupation, the Chief of the Bureau, division, or office shall indorse upon said application his recommendation in the premises, whether of approval or disapproval. (Ins. 175, 1905.)

ATTEMPTS TO INFLUENCE LEGISLATION.

35. The following Executive order, promulgated as General Order 93 of the Department of Agriculture, is published for the information of employees of the Weather Bureau:

EXECUTIVE ORDER

"The Executive order of January 31, 1902, is hereby amended by adding 'or independent Government establishments' after the word 'Departments' in the third and ninth lines.

"As amended the order will read as follows:

"All officers and employees of the United States of every description, serving in or under any of the Executive Departments or independent Government establishments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interests any other legislation whatever, either before Congress, or its committees, or in any way save through the heads of the Departments or independent Government establishments in or under which they serve, on penalty of dismissal from the Government service." (Ins. 17, 1906.)

DAILY FORECAST SERVICE.

36. Station Regulations are amended to conform with the following:

Section directors will require the monthly rendition of Form 1067-Met'l from all stations under their supervision receiving the daily forecasts by telegraph or telephone at Government expense, as a check on the transmission and delivery service. In the event that persons receiving the forecasts refuse to render the form, action should be taken to discontinue the service. (Ins. 20, 1906.)

USE OF TELEGRAPH.

37. Paragraph 444, Station Regulations, is amended to read:

Strict economy in the use of the telegraph for the transaction of public business is enjoined, but great care will be taken that a message clearly expresses the meaning intended, and lucidity will in no case be sacrificed for the sake of brevity. The telegraph will be used only when the delay attendant on the dispatch of a communication by mail would be prejudicial to the public interests. (Ins. 23, 1906.)

DISTRIBUTION OF WEATHER INFORMATION.

38. Paragraph 340, Station Regulations, is amended. (See Appendix, par. 62.)

EDUCATIONAL QUALIFICATIONS.

39. Paragraph 69, Station Regulations, is amended to read:

English grammar.—A test of ability to write lucid and grammatical English. Examples of both correct and incorrect syntax will be given for criticism and correction, and an essay of not less than 500 words on some simple subject to be assigned at the time of the examination will be required. The grammatical construction of the answers to the questions in elementary meteorology will also be considered before giving a final rating in grammar. No questions relating solely to definitions or particular methods of parsing will be given. (Ins. 33, 1906.)

CLIMATOLOGICAL SERVICE.

Station Regulations are amended to conform to the following instructions governing the Climatological Service of the Weather Bureau which supersede the instructions formerly governing the Climate and Crop Service:

ORGANIZATION.

40. The Climatological Service is organized for the purpose of collecting and publishing information regarding the climate and the prevailing weather conditions of the country. For this purpose there has been established in each State or group of States a section of the Climatological Service, under the supervision of an official designated the section director. Each section of the Climatological Service is designated by the name of the State or group of States composing it, as, New York section, New England section, and the central station of the section is known as the section center.

41. Section directors will prepare all climatological publications and reports for their sections and, subject to the direction of the central office, will have supervision of all cooperative observers, correspondents, and forecast displaymen and distributors in so far as relates to the establishment and equipment of substations, the selection and instruction of observers, correspondents, displaymen, and distributors, the preparation of accounts and property returns, the furnishing of supplies, and the examination and computation of meteorological reports.

42. In the establishment of cooperative observation stations and of forecast display and distribution stations care will be exercised to

locate them in places where the observations and the displays and distribution will be of the greatest possible value.

43. In selecting observers an effort should be made to procure the services of intelligent and trustworthy persons that are interested in meteorology and will faithfully discharge the duties undertaken. Persons offering to cooperate as observers or displaymen should be fully informed as to the duties to be performed and of the fact that no money compensation will be paid for their services. The Monthly Weather Review and other publications of the Department will be sent to cooperative observers in return for their services.

44. Descriptions of instruments and instructions for the guidance of cooperative observers in taking and recording observations will be found in Instructions for Cooperative Observers.

REPORTS AND PUBLICATIONS.

45. Each section of the Climatological Service will publish a monthly report and an annual summary containing the meteorological data from all reporting stations in the section, and such climatological data and editorial matter as practicable. The monthly reports, annual summaries, and other climatological publications will conform strictly to the style adopted for the publications of the Climatological Service.

46. In the construction of the temperature and precipitation maps published with the monthly section reports special care will be exercised in the tracing of the isotherms and isohyets and the shading of the precipitation areas, careful consideration being given to conditions of local topography. Data of questionable accuracy will be omitted, and efforts will be made to remove any cause of defects in the records.

47. During the crop-growing season each section will issue a weekly weather bulletin containing an accurate summary of the weekly weather reports of observers and correspondents and as many of the detailed reports as practicable.

48. In addition to the prescribed tables and charts, the annual summary for the section will contain a review of the weather conditions of the year. This report will describe the general conditions of temperature and moisture and their relation to normal conditions; periods of drought and of wet weather; cool and warm spells; hot winds, etc. The text of this review will not be a mere transcript of matter found in the monthly reports, but will be carefully prepared from the more accurate viewpoint of the end of the year.

49. As soon as practicable after June 30 a report of the operations of the section during the fiscal year will be prepared and forwarded to the central office.

50. Each Monday during the crop season, and on the last day of each month during the remainder of the year, each section director will prepare and telegraph to the central office a brief summary of the weather conditions in the section since the preceding report.

SPECIAL SERVICES.

51. Special services known as corn and wheat, cotton, fruit, and sugar and rice services have been organized in the regions where these crops are principally grown, for the daily collection and dissemination

of information regarding the weather conditions during the period of planting, cultivating, and harvesting. These services are subdivided into districts, each under the supervision of an official in charge of a station designated the district center. Each district is known by the name of the district center. (See Appendix, par. 62.)

52. Officials in charge of districts will have charge of the transmission of telegraphic reports from substations and of the publication and distribution at their stations of special information. They will select, instruct, and have the supervision of all observers at substations in their respective districts, and will prepare accounts and issue supplies therefor.

53. Each year the officials in charge of districts will, in advance of the opening of the season, prepare for the resumption of observations at the substations in their respective districts, exercising care that all arrangements are complete, in order that no delay may occur in beginning observations at any station.

54. Special care will be given to the selection of stations and observers, cooperative observers being employed when practicable. A station must not only have telegraphic facilities, but the facilities must be such as to render possible the filing and transmission of reports sufficiently early to insure their receipt at the district center in time to be used in computing the district averages sent to other centers.

55. The name, place of birth, and legal residence of a person selected for employment as an observer, and the date on which his services begin, will be reported to the central office.

56. Persons receiving salaries from other branches of the Government service are, by law, not eligible for paid employment as observers and must not be recommended for such employment.

57. When an observer resigns, or from other cause ceases to perform his duties, the fact will immediately be reported to the central office, with the date on which his services terminate.

58. Instructions for taking and reporting observations will be found in Instructions Governing the Corn, Wheat, Cotton, Sugar, and Rice Region Service.

59. Instructions for preparing and telegraphing the daily reports at the district centers will be found in the Weather Code, pages 17, 18, and 19.

60. During the period that the National Weather Bulletin is issued officials in charge of district centers will prepare and forward to the central office each Monday morning a special telegram giving the total precipitation for the week ending with the morning observation on Monday, for all corn and wheat, cotton, sugar, and rice stations in their respective districts, using code words from the Weather Code, page 43.

61. Every effort will be made to secure accuracy in the data published and telegraphed. Where there is any indication of inaccuracy in a report, particularly in a report of exceptionally heavy rainfall or unusually high or low temperature, a careful inquiry will be made, and if the report is found to be erroneous, a correction will be telegraphed, if practicable, the station records corrected, the error reported to the central office, and the observer cautioned. (Ins. 41, 1906.)

DISTRIBUTION OF WEATHER INFORMATION.

62. Paragraph 340, Station Regulations, is amended to read:

Barometric data will not be regularly published in detailed form in the daily publications issued at local offices, but officials in charge will supply barometric and such other meteorological data as the press or commercial bodies may desire to use. (Ins. 45, 1906.)

SUPERVISION OF SUBSTATIONS.

63. The supervision of special cranberry marsh stations is assigned to the forecast division of the central office. (Ins. 47, 1906.)

DISTRIBUTION OF WEATHER INFORMATION.

64. Paragraph 362, Station Regulations, is amended to read:

Orders to display warnings, and advisory messages when received by the official in charge of a storm-warning section, will be promptly repeated to the displaymen in the section, except in the case of orders received by officials in charge of storm-warning sections on the upper Lakes. For these sections warnings and advisory messages will be sent from Chicago direct to the displaymen. (Ins. 64, 1906.) (See Appendix, par. 78.)

RIVER AND FLOOD SERVICE.

65. Hereafter the term "flood stage," instead of the term "danger line," will be used in connection with river stages. By flood stage will be meant that stage at which the water would reach the lowest point subject to overflow. (Ins. 76, 1906.)

Station Regulations are amended to conform to the foregoing.

OFFICIAL CORRESPONDENCE.

66. Paragraph 26, Appendix to Station Regulations, is amended to read:

Printed instructions and circulars, and circular letters issued from stations, will be preserved in loose-leaf files. At the end of each year these files will be separately bound, by means of round-head paper fasteners, in heavy paper covers that will be furnished for the purpose. Circulars received will be indexed by subjects in an index bound with the file; at the end of the year a printed index to instructions will be furnished. Circular letters received will be treated as letters received, except that they will be initialed by all members of the station force. Files of instructions and circulars, and circular letters issued from stations, that have ceased to be of value for reference, may, upon the recommendation of an inspector, be destroyed. (Ins. 85, 1906.)

EXAMINATIONS.

67. The following Executive order, with an interpretation thereof by the Civil Service Commission, promulgated as a supplement to General Order 88, of the Department of Agriculture, is published for the information of employees of the Weather Bureau:

ORDER.

No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

INTERPRETATION.

* * * The Commission submitted this order for Executive approval, with the intention of prohibiting, under penalty of removal from the public service, any Government officer or employee from giving instruction, either directly or indirectly, to persons or classes of persons preparing for civil-service examinations, whether privately or in schools or institutions claiming to give instructions along the lines of civil-service examinations. In the opinion of this office, the order also prohibits Government officers or employees from being concerned financially or otherwise in any such school or institution. * * * (Ins. 174, 1905.)

LEAVE OF ABSENCE.

68. Paragraph 85, Station Regulations, is amended to read:

Beginning January 1, 1907, and thereafter, station employees who shall have been in the service one year or more will be granted annual leave, with pay, for not exceeding fifteen days in any calendar year, which leave may, in exceptional and meritorious cases, where the employee is ill, be extended not to exceed fifteen days.

69. Paragraph 86, Station Regulations, is amended to read:

Beginning January 1, 1907, and thereafter, station employees who shall have been in the service less than one year will be granted annual leave at the rate of one and one-fourth days for each month's service, with extension at the same rate on account of sickness.

70. Paragraph 89, Station Regulations, is amended to read:

Sundays, and days declared holidays by the President or by act of Congress, will not be counted in charging annual leave, but must be counted in computing sick leave.

71. Paragraph 95, Station Regulations, is amended to read:

Every application for leave of absence must contain: (1) In the case of an official in charge, the name of the person designated to take charge of the station during his absence, and, in the case of an assistant, the approval of the official in charge; (2) the telegraphic address of the applicant while absent; and (3) the previous amount of absence charged to annual and sick leave during the calendar year.

72. Paragraph 97, Station Regulations, is amended to read:

Absence from duty on account of sickness in excess of fifteen days will be charged to annual leave if annual leave is not exhausted; otherwise such absence will be without pay.

73. Paragraph 98, Station Regulations, is amended to read:

When an employee, absent on account of sickness, exhausts the limit of fifteen days annual and fifteen days sick leave the official in charge will immediately report the fact to the central office. (Ins. 86, 1906.)

DUTIES OF PRINTER.

74. Station Regulations are amended to conform to the following:

At stations where the monthly climatological reports for two sections are printed no duties other than those pertaining to printing will be required of the printer, except in case of emergencies. (Ins. 91, 1906.)

ACCURACY IN METEOROLOGICAL WORK.

75. Paragraph 399, Station Regulations, is amended to read:

In each instance the name of the employee responsible for errors in telegraphic reports, failures to take observations, failures to take them on time, and failures to extract all necessary data before forms are mailed will be reported to the central office. Errors in telegraphic reports necessitating corrections sent over the circuits will be considered as coming within the provisions of this paragraph, and where more than one such error is made in any one calendar month it will, unless provided for in paragraph 401, Station Regulations, in each instance be noted on the record of the employee making it. (Ins. 100, 1906.)

ABSENCE WITHOUT PAY.

76. The following general order of the Department of Agriculture is published for the information and guidance of employees of the Weather Bureau:

GENERAL ORDER 100.

In the United States Department of Agriculture no leave of absence without pay will hereafter be granted for a longer period than three months, except in special and peculiar cases, and no furlough without pay or leave of absence without pay shall continue in force and effect for a longer period than one year from the date of the commencement thereof. (Ins. 112, 1906.)

OFFICIAL CORRESPONDENCE.

77. Station Regulations are amended to conform to the following:

The use of typewriter ribbons in the Weather Bureau is limited strictly to the following kinds: The black indelible ribbon, copying blue, the black record ribbon where the nature of the work requires, and the colored ribbon for duplicating processes only, where permanency of record is not essential. (Ins. 112, 1906.)

DISTRIBUTION OF WEATHER INFORMATION.

78. Paragraph 64, Appendix to Station Regulations, is amended to read:

Orders to display warnings, and advisory messages, when received by the official in charge of a storm-warning section, will be promptly repeated to the displaymen in the section, except where a more expeditious service is in operation from a forecast district center. (Ins. 109, 1906.)

EXAMINATIONS.

79. Paragraph 79, Station Regulations, is amended to read:

All applications for examinations will be made on Form 4048-Mis., request for examination, and not by letter. Examinations will be held, as a rule, about the 1st of February, May, August, and November of each year. When no expense to the United States will be entailed, examinations will be given in one subject at a time if so requested. When such expense is involved an examination in less than all the subjects of a group will not be given, except in case of a reexamination. (Ins. 125, 1906.)

Station Regulations are amended to conform to the following:

REPORTS OF PROPERTY.

80. A permanent list will be kept at stations of all books and publications on hand belonging to the Government not carried on the report of property, which list will be verified by the inspector. (Ins. 194, 1905.)

SPECIAL MESSAGES AND OBSERVATIONS.

81. In the event of the occurrence in their vicinity of severe atmospheric or seismic disturbances or floods that occasion the destruction of life or property to such an extent as to be of more than local interest, officials in charge of Weather Bureau stations will, with the greatest possible dispatch, telegraph to the central office at Washington a concise and conservative report of the disaster and keep the central office informed in regard thereto. Whenever, owing to such a disaster, this report, or any regular or special observation can not be forwarded through the local telegraph office, the official in charge will, when practicable, transmit the same, by telephone, by messenger, or in person, through the nearest operating telegraph office, and such reasonable expenditures as may be necessary to carry out these instructions are hereby authorized. (Ins. 136, 1906.)

GLASS AND BLACKBOARD MAPS.

82. Station Regulations are amended to conform to the following: At all stations where glass or blackboard maps are prepared, the entering of the data on such maps will begin promptly at 9.30 a. m., seventy-fifth meridian time, but not before 9.30. No assistant will be assigned to the work of preparing the maps who is not thoroughly familiar with the tracing of isobars. These lines will be smoothly drawn and carefully spaced, and no irregular variations made for differences of 0.02 inch in pressure.

Officials in charge of stations where glass or blackboard maps are prepared will make frequent inspections of the maps for the purpose of ascertaining whether the work is begun promptly and the maps made in accordance with instructions. (Ins. 138, 1906.)

TELEGRAPHIC REPORTS.

83. Station Regulations are amended to conform to the following: In order to reduce the liability of errors in the translating and relaying of cipher reports, and to expedite the delivery of signal sheets, officials in charge will, where necessary, request the local telegraph managers to have all signals written double space by the receiving operators. (Ins. 152, 1906.)

RIVER AND FLOOD SERVICE.

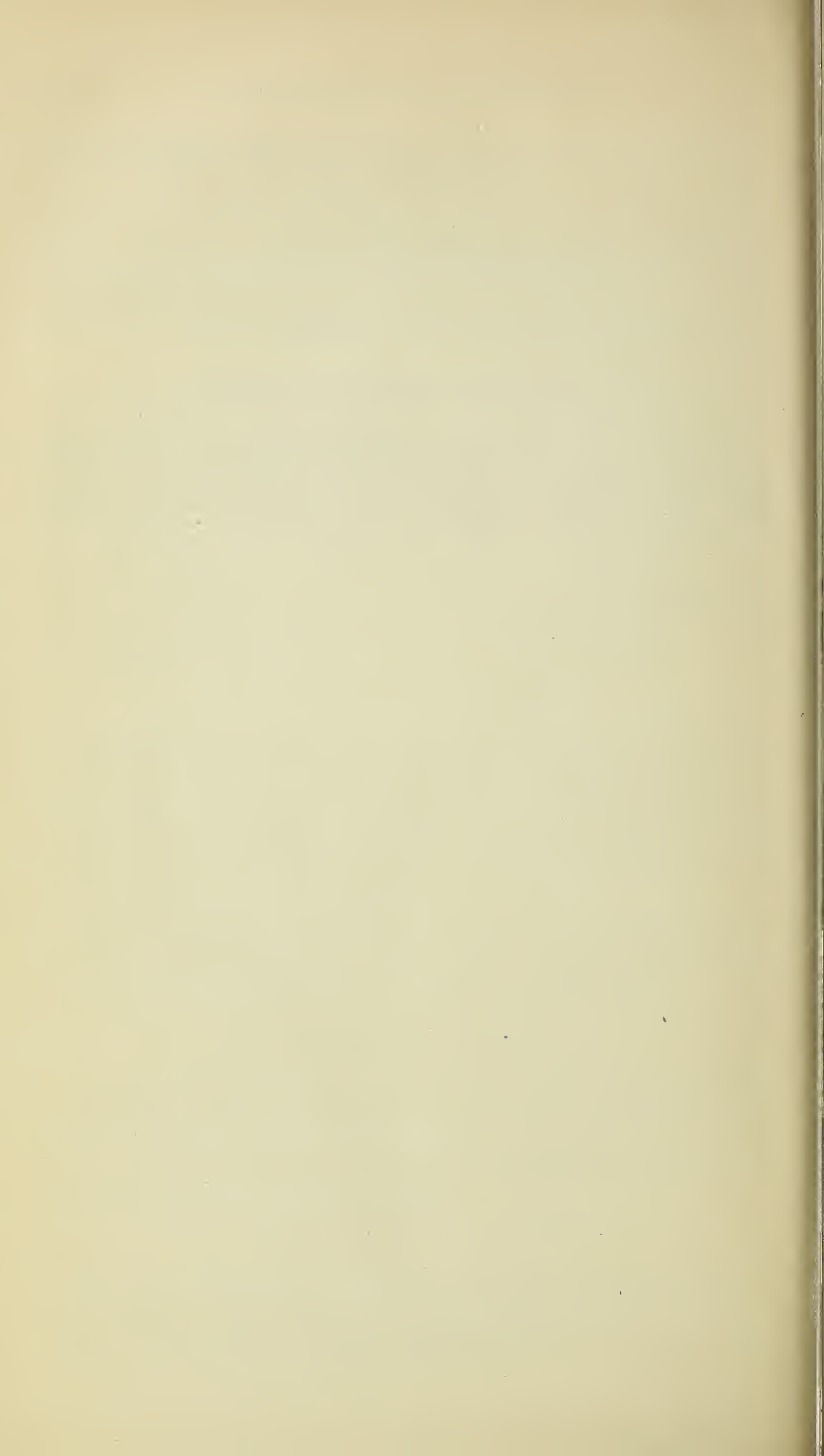
84. Station Regulations are amended to conform to the following: Whenever flood warnings are issued from a district center, or floods occur without warning, a report thereon in writing will be made as soon as the necessary information can be obtained. The

report will contain a concise history of the flood, the times the warnings were issued, if at all, the highest water stages reached at various places, the extent of loss and damage, and other pertinent information. Reports on warnings that were not justified by subsequent conditions, and on floods that occurred without warning, will also contain the reasons, in the judgment of the forecasters, for the failures. These instructions will supersede all previous ones relative to flood reports, but will not be considered as modifying present instructions requiring prompt repetition by telegraph to the central office of all flood warnings issued. (Ins. 157, 1906.)

SEMIANNUAL CONFIDENTIAL REPORTS.

85. Station Regulations are amended to conform to the following:

In rating on the semiannual confidential reports the habits, health, standing in community, and general ability and efficiency of employees, officials will use, in addition to any general remarks, the ratings "Excellent," "Good," "Fair," and "Poor." (Ins. 1, 1907.)



REGULATIONS FOR THE CARE OF BUREAU BUILDINGS OUTSIDE OF WASHINGTON

Officials in charge who occupy buildings owned by the Weather Bureau, or buildings leased for office and living purposes, will be held responsible for their proper care. Grounds must be well kept, grass cut, weeds removed, flowers cultivated where practicable, and premises kept clear of rubbish and unsightly objects. The growth of trees or vegetation on Weather Bureau grounds must not be allowed to interfere with the exposure of instruments and apparatus. Grounds that are subject to the drifting of sands will not be inclosed by fences that cause an accumulation of sand, nor covered by grass or other vegetation that is found to do so. On such premises wire fencing will be used, if any. Fowls will not be allowed to run at large.

Living quarters, including light and fuel, are furnished as part compensation. Where the station force includes a messenger, the work of caring for the furnace during office hours, cleaning the office rooms, hallway, and roof, and keeping the grounds in condition must be performed by that employee; in other cases, such work must be provided for by the official in charge without additional expense to the Government. Under no circumstances will a messenger be assigned to work in connection with the rooms devoted to living purposes.

The official in charge will be held responsible for damage to the living quarters that results from negligence or carelessness on the part of himself or any member of his family.

The central office must be informed in regard to repairs necessary for the preservation of a building owned by the Bureau, and to leased buildings, unless it is specified in the lease that repairs shall be made by the owner. In the latter case, the owner will be requested to make the necessary repairs and the matter brought to the attention of the central office if action is not taken within a reasonable time.

No Government furniture, or supplies except fuel and oil shall be used for personal purposes in the living rooms.

The use of gasoline for heating and cooking purposes is positively forbidden, and gasoline or benzine in quantities to exceed one quart must not be stored in a Weather Bureau building at any time.

Violations of these instructions will be met with disciplinary action, as Weather Bureau grounds and the interior and exterior of buildings must be kept scrupulously clean and in a condition that will reflect credit upon the public service.

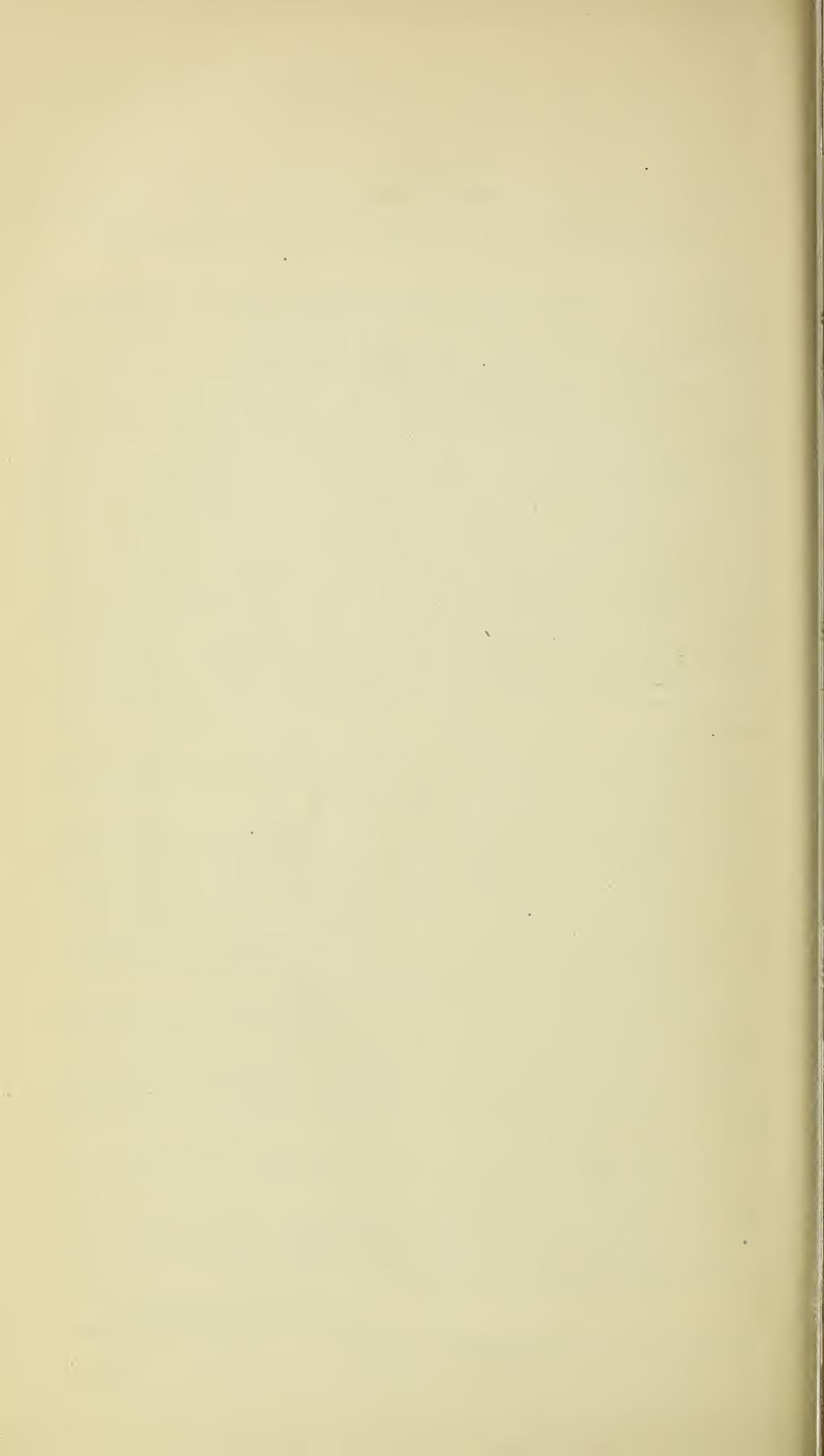
Inspectors are required to make rigid inspections and to report any violations of these instructions.

In the judgment of the official in charge, a sleeping room may be assigned to each or any assistant or messenger.

These regulations will be neatly framed and conspicuously posted in each Weather Bureau building.

WILLIS L. MOORE,
Chief U. S. Weather Bureau.

WASHINGTON, D. C., *October 24, 1906.*



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